



DAP USER GUIDE FOR MAP LENDERS

CHAPTER FOUR – ARCHITECTURAL AND ENGINEERING: SPECIFYING PHYSICAL CHARACTERISTICS

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4

Architectural and Engineering: Specifying Physical Characteristics

The Architectural and Engineering (A&E) subsystem records the physical characteristics of a project. This includes property size, unique site features, accessory buildings and structures, and dwelling structure details.

Pertinent information about the project first must be entered in the Tracking subsystem before the A&E analysis can begin. Likewise, relevant A&E information is used in the Cost subsystem. The A&E analysis must be completed before the Cost analysis can begin processing the Cost assignment.

Processing an A&E analysis in DAP is the same for all program types. Therefore, this chapter does not show functions by program type.

Objectives

- Retrieving A&E assignments
- Viewing A&E windows and tabs
- Processing in the General tab
- Processing in the Assignment tab
- Processing in the Site(s) tab
- Processing in the Unit Composition (Revenue) tab
- Processing in the Unit Composition (Non Revenue) tab
- Processing in the Unit Amenities tab
- Processing in the Project Amenities tab
- Processing in the Project Services tab
- Closing the A&E assignment
- Copying an A&E assignment

4.1 About A&E

A&E subsystem is composed of 6 major functions: Structures, accessory buildings, unit compositions for revenue and non-revenue producing units, unit amenities, project amenities and project services.

All mandatory data fields are displayed in bold type.

After logging onto the system (*see Chapter 2, section 2.1*), the **Development Application Processing** window (Figure 1) displays a Menu bar and a Toolbar. Refer to Chapter 2, Getting Started for detailed instructions on how to navigate the DAP system.

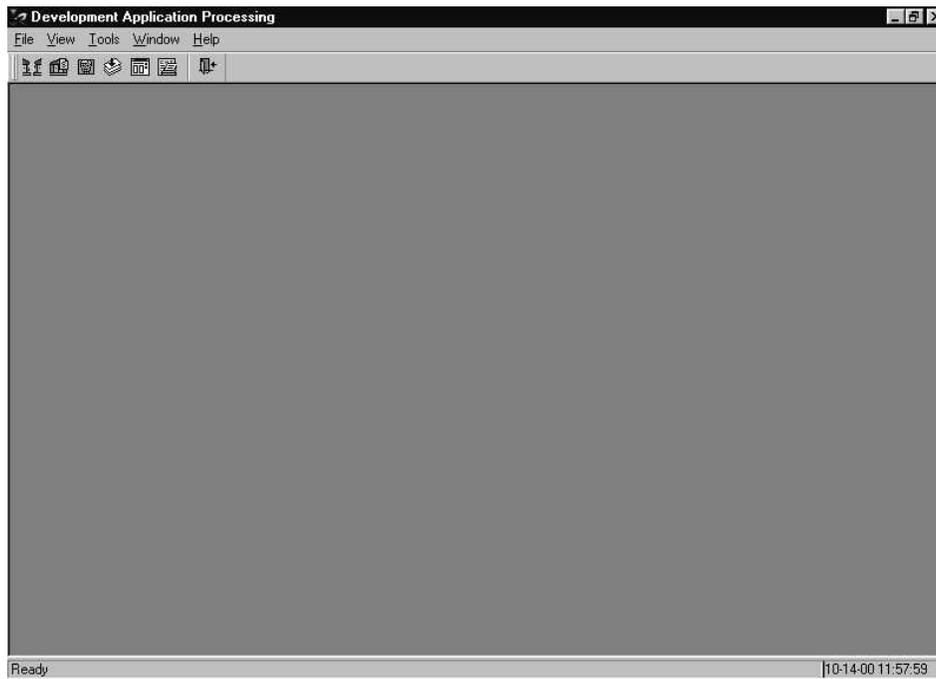


Figure 1. Development Application Processing Window

4.2 Retrieving an Assignment

To complete an A&E analysis you must first retrieve the assignment record. An assignment is the task of completing an architectural and engineering (A&E) analysis for a proposed FHA-insured multifamily housing project. Search for your assignments using any of several criteria (Project Number, Project Name, Staff Name, Discipline Type, etc.) and select the assignment you want to work on from an alphabetical list of projects. The results of your search are in table form and display summary information about the application, including project/FHA number, version number, discipline, staff name, phase name, etc. Only the assigned analyst is able to enter and edit data.

Other DAP users may retrieve and view an A&E assignment that is in-process or complete.

To retrieve an A&E assignment:

1. From the **DAP Main** window, click **F**ile and **O**pen, and the menu options (Figure 2) display.

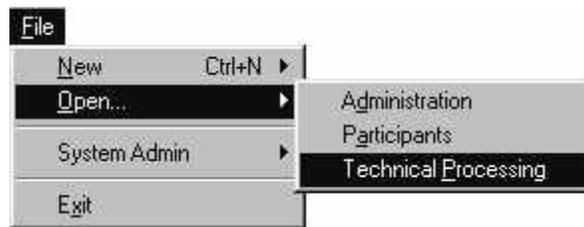


Figure 2. Technical Processing Menu Option

2. Click **T**echnical **P**rocessing, and the **A**ssignment **S**earch window displays.

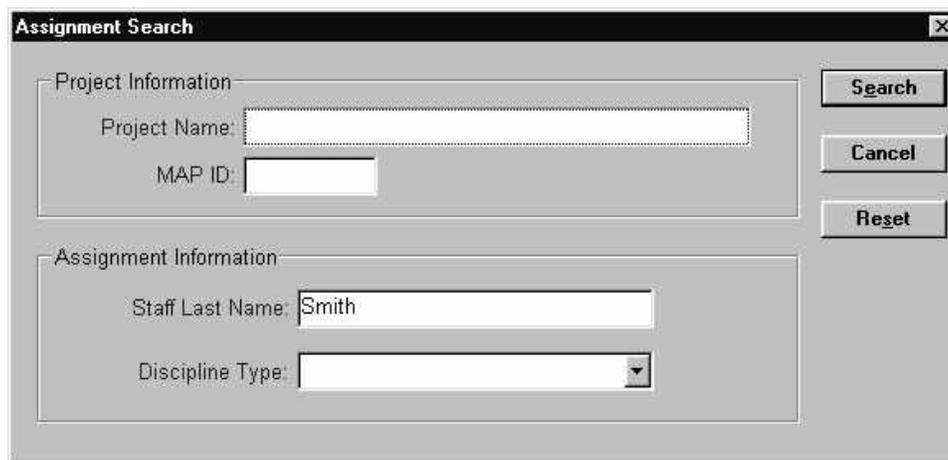
A screenshot of a dialog box titled 'Assignment Search'. It is divided into two sections: 'Project Information' and 'Assignment Information'. In the 'Project Information' section, there are text input fields for 'Project Name' and 'MAP ID'. In the 'Assignment Information' section, there is a text input field for 'Staff Last Name' containing the text 'Smith', and a dropdown menu for 'Discipline Type'. On the right side of the dialog, there are three buttons: 'Search', 'Cancel', and 'Reset'.

Figure 3. Assignment Search Window

- Enter one or more of the project or assignment search criteria:

Project Information

- *Project Name* (partial or complete name)
- *MAP ID*

Assignment Information

- *Staff Last Name* (the specialist processing the assignment; partial or complete name in upper or lower case)
- *Discipline Type* (specialist's assigned discipline; from the drop-down list)

- Click and the **Assignment List** window (Figure 4 and Figure 5) displays.

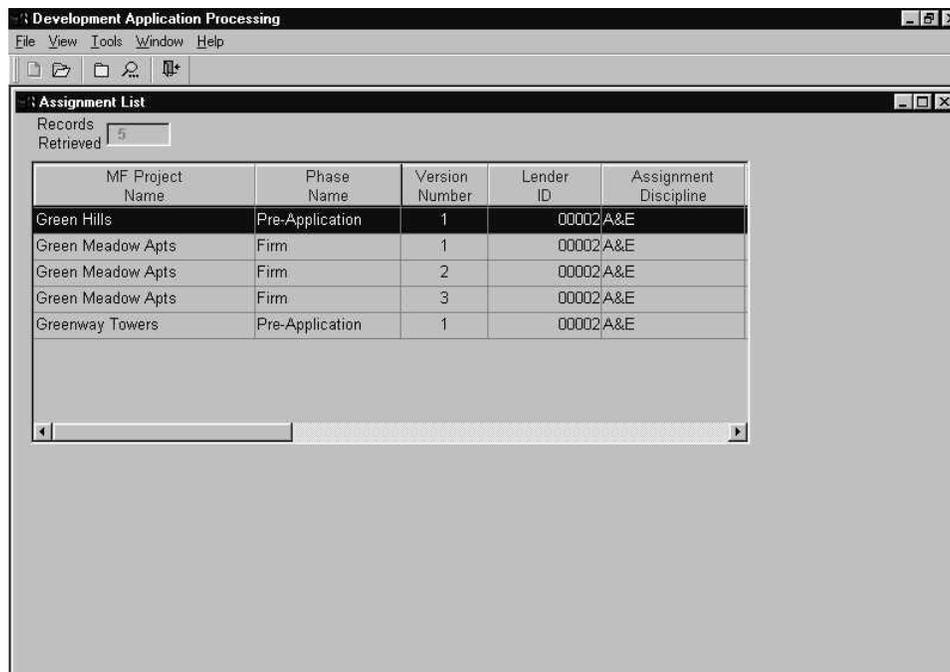


Figure 4. Assignment List Window (1 of 2)

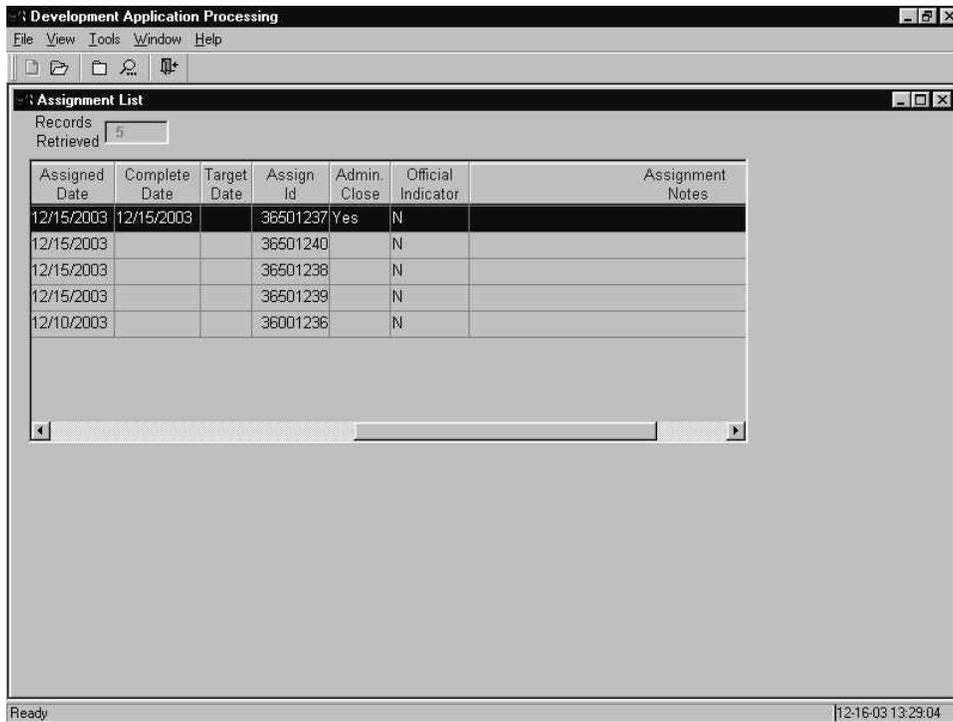


Figure 5. Assignment List Window (2 of 2)

5. Highlight the A&E assignment you want to open.
6. From the **F**ile menu, select **O**pen, and the **A&E General** window (Figure 13) displays.

4.3 Creating an A&E Analysis

Using the A&E subsystem, enter information about each site in the project, including all structures, project services, and unit amenities. You must record the actual date you begin working on the assignment before any processing can begin.

The following describe the steps in processing an A&E Analysis assignment.

The A&E Analysis Process

You process the A&E assignment in the following order:

1. Retrieve the new assignment (Section 4.1) and respond to the “start date” prompt to record the date (Section 4.3.1) you begin processing the assignment.
2. Perform the A&E analysis (Section 4.4).
3. Close the assignment. See Section 4.5).

Remember to save your work often.

4.3.1 Recording the Start Date

When opening an A&E assignment for the first time, the **A&E** window (Figure 6) displays only for the assigned A&E Analyst who initiates the recording of the start date. The system records the current date as the *Start* date on the A&E Assignment tab (Figure 8). The *Start* date is view only and cannot be changed or deleted.

After recording the start of work, the A&E Analyst gains access to the A&E subsystem and can begin processing the A&E assignment. DAP users with view-only rights will not receive the start date message shown in Figure 6, but can access and view the A&E information.

To record the start date:

1. From the **DAP Main** window, click **File, Open, Technical Processing**, and the **Assignment Search** window (Figure 3) displays.
2. Enter your search criteria, and display the **Assignment List** window (Figure 4).
3. Select and open an A&E assignment, and the **A&E** inquiry window (Figure 6) displays.



Figure 6. A&E Window for the Start Date

4. Click , and the **A&E General** window (Figure 7) displays. If you click *No*, the system returns to the **Assignment List** window.

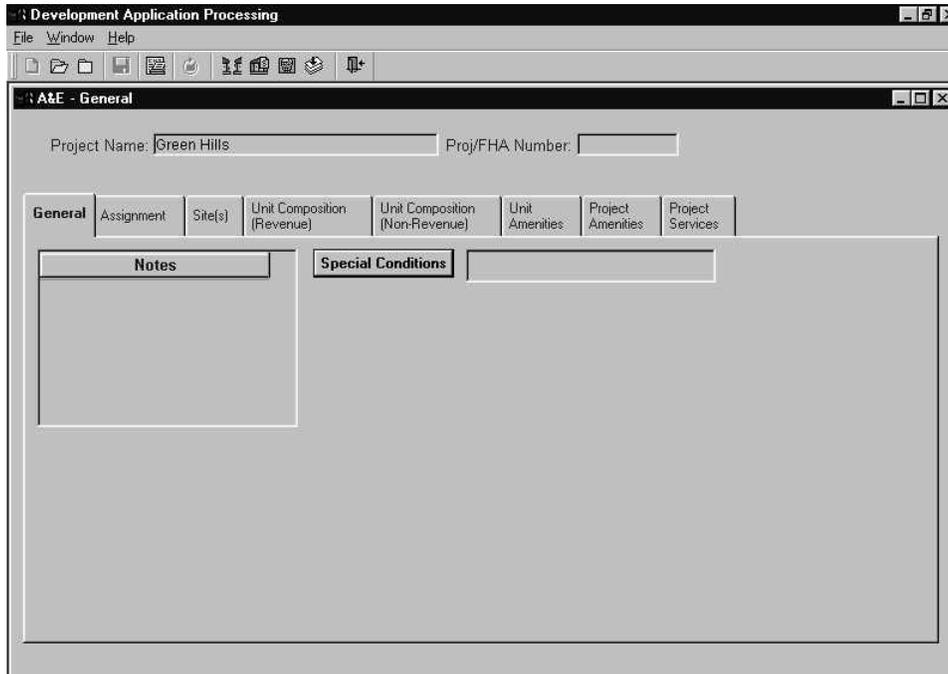


Figure 7. A&E Analysis Window - General Tab

5. Select the Assignment tab to view the *Start* date, which is the current date (Figure 8).

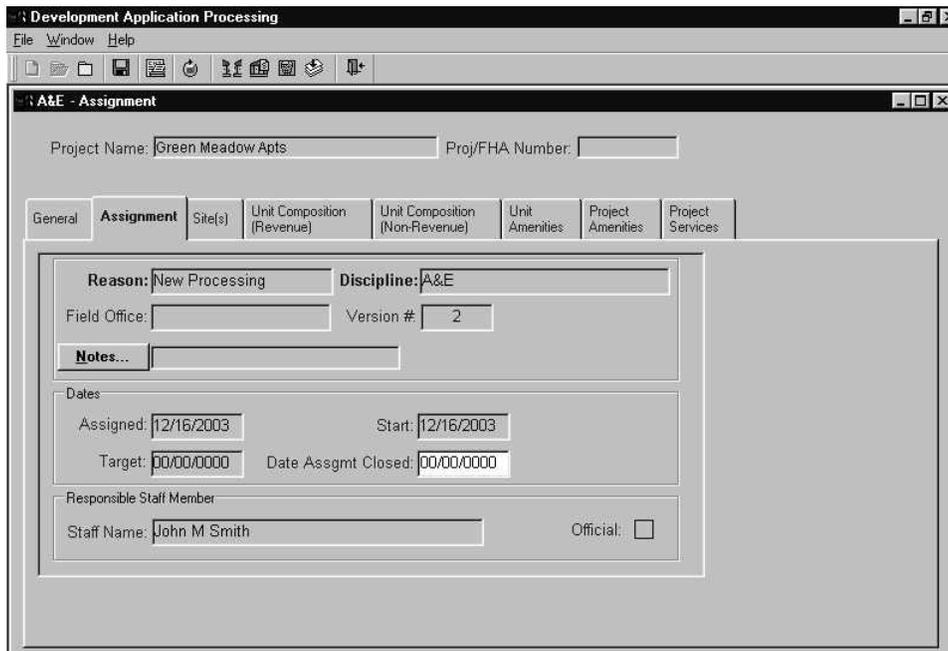


Figure 8. Assignment Tab with System-Generated Start Date

4.3.2 Copying the Analysis Information

After an assignment is closed, all A&E information becomes view only. If you need to add or change information in a closed assignment, you must create a new version of your closed assignment. The new version will contain only the data entered in Tracking; it will not contain the information from the previous A&E version.

If you can use data from a closed version, the system enables you to copy all information, including the Tracking notes (but not the start and complete dates) from the closed version into the new assignment version. If you begin entering data into a new version and then decide to copy a previous analysis, the data you just entered is overwritten with the data from the copied version. You then can revise the data as needed.

The following information is copied from the previous A&E assignment to the new assignment: all properties and related information, structures and related information, unit composition definitions, and Tracking notes. The related information in the new assignment will be replaced with information from the copied assignment. The previous assignment's *Start* date and *Date Assignment Closed* are the only data not copied into the new assignment.

To copy a previous A&E analysis:

1. Search for the project using the Project Number and "A&E" as the Discipline (see Section 4.1), and the **Assignment List** window (Figure 9) displays all versions of the assignment for the project.

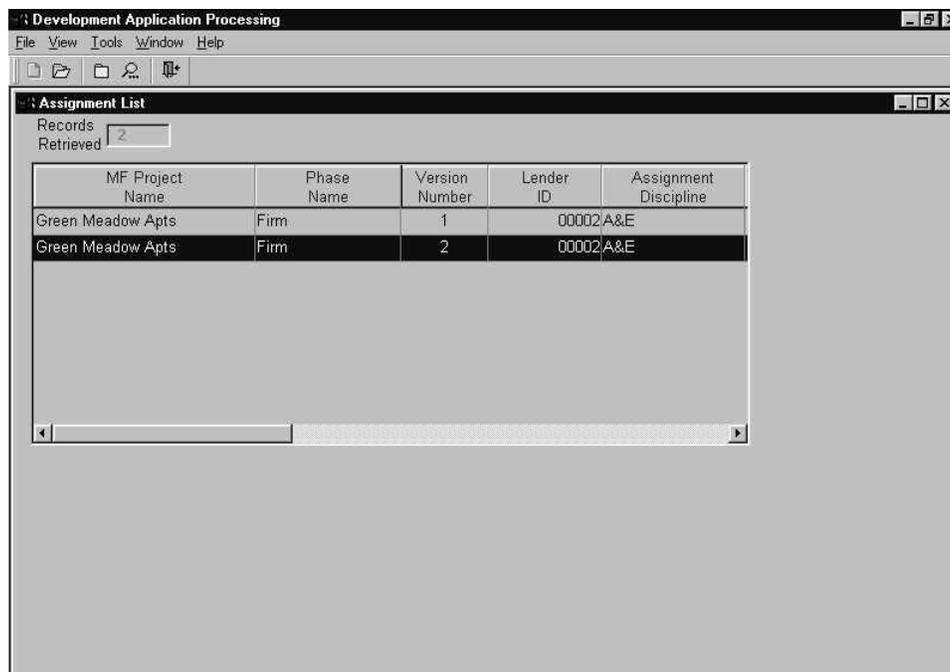


Figure 9. Assignment List Window

- Open the most recent version of the A&E assignment from the **Assignment List** window, and the **A&E General** window (Figure 13) displays.
- From the **File** menu, select **Copy Analysis** (Figure 10), and the **Copy from Previous Assignment** window (Figure 11) displays all closed versions of the assignment.

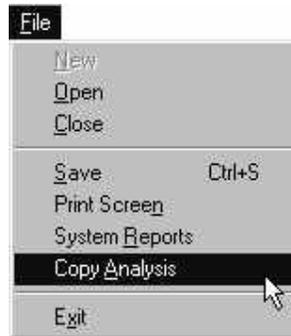


Figure 10. Copy Analysis Menu Option



Figure 11. Copy from Previous Assignment Window - Completed Assignments (1 of 2)

- Highlight the analysis you want to copy.
- Click and the Copy from Previous Analysis dialog box (Figure 12) displays.

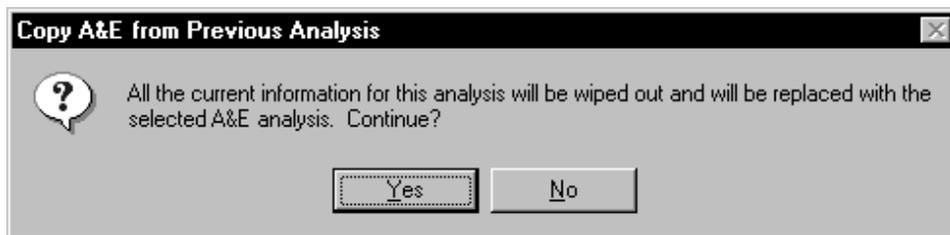


Figure 12. Copy A&E from Previous Analysis Dialog Box

- Click and the system copies all data from the previous assignment, except the Start date and Date Assignment Closed.
- When the completion message displays, click to return to the A&E General window.

4.4 Processing a A&E Analysis

After completing the initial assignment set up, you may begin entering the A&E information for the project. The DAP system enables you to enter information for each site and structure in the project.

The Project Name and Project/FHA Number displays in the header on most subsystem windows. There are eight tabs for processing the A&E assignment, and the system displays the General tab first.

4.4.1 General Tab

The General tab on the **General** window (Figure 13) is the first tab that displays after retrieving an A&E assignment. To access this window and begin processing an assignment, the system requires a start date (refer to Section 4.3.1 for details).

Enter Special Condition notes about a project on the General tab. The notes will print on the Mortgage Credit Commitment. After the analysis is completed, the notes are view only.

Enter general notes about a project on the General tab. The first 15 characters display for each note entered. You can enter an unlimited number of notes but only five separate entries will display in the list box. A scroll bar displays after you make five entries so you can review any of the notes. You can edit, delete, restore, copy, and paste general notes only. The restore function must be used *before* saving your work. Other DAP users can view your notes only. Refer to the procedures in this section for details.

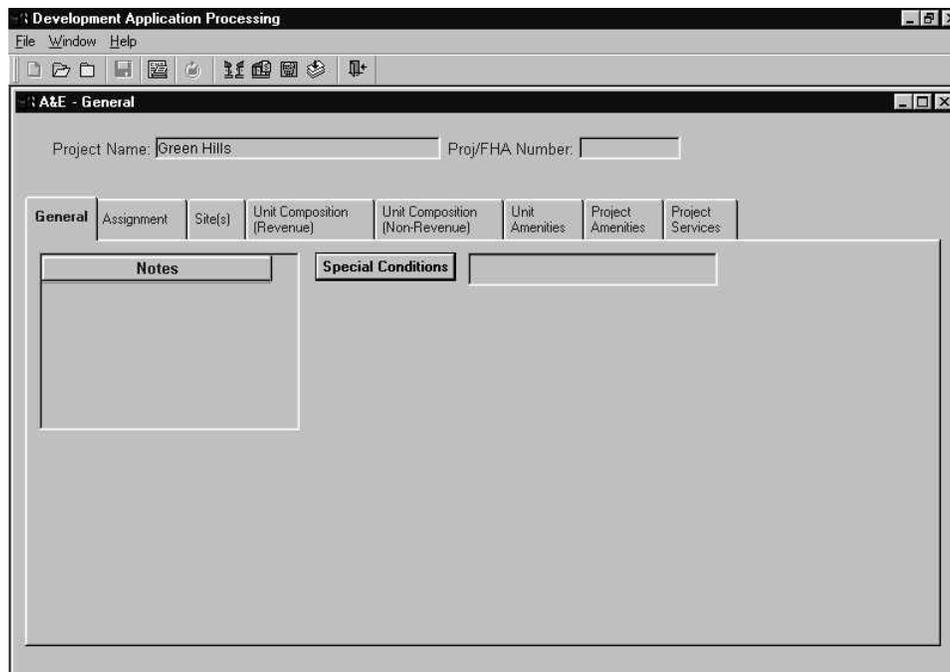


Figure 13. General Window - General Tab

To enter a general note:

1. From the **General** window, select **F**ile and **N**ew, and the **General Notes** window (Figure 14) displays.

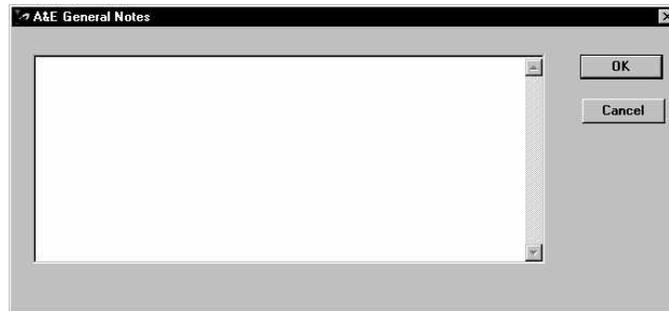


Figure 14. General Notes Window

2. Enter your comments. (The window's design allows the text to wrap.)
3. Click to save the note, and the entry displays in the Notes list box on the **General** window (Figure 13).
4. Save your work.

To edit a general note:

1. Select the General tab, and the **General** window displays.
2. Highlight the note you want to change.
3. From the **F**ile menu, select **O**pen, and the **General Notes** window displays.
4. Enter the new data.
If you overwrite text by mistake, click and repeat steps 2 through 4.
5. Click to save and close the **General Notes** window, and the **General** window (Figure 13) displays.

To delete a general note:

1. Select the General tab, and the **General** window displays.
2. Highlight the note you want to delete.
3. Right click on the note and the **Edit** menu displays.
4. Select **D**delete and the Confirm Delete message displays.
5. Click to delete the note and the **General** window displays.
6. Repeat Steps 2-5 to delete additional notes.
7. Save your work.

To enter a special condition note:

1. From the **General** window, click , and the **A&E Special Condition Notes** window (Figure 15) displays.

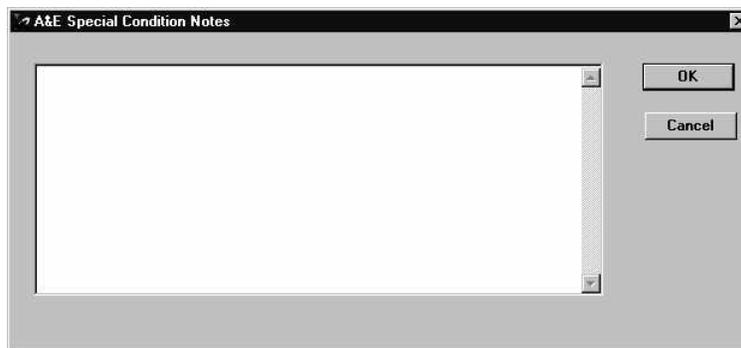


Figure 15. A&E Special Conditions Notes Window

2. Enter your comments. The window's design allows the text to wrap.
3. Click to save the note, and the entry displays in the Special Conditions list box on the **General** window (Figure 13).

4.4.2 Assignment Tab

The Assignment tab (Figure 16) displays information about the assignment you are processing including your name as the A&E analyst responsible for processing the assignment. Add comments as needed. The system automatically records the *Start* date when you begin processing (see Section 4.3.1). After you finish entering all A&E data, return to this tab to close the assignment (see Section 4.5).

If you need to revise data in a closed assignment, the person responsible for Tracking must create a new version of your closed assignment. Then you can copy the data from a closed assignment (see Section 4.3.2).

To enter Assignment notes:

1. Select the Assignment tab, and the Assignment window displays.

The screenshot shows a software window titled "A&E - Assignment" within a larger application "Development Application Processing". The window has a menu bar (File, Window, Help) and a toolbar. Below the toolbar are several tabs: General, Assignment (selected), Site(s), Unit Composition (Revenue), Unit Composition (Non-Revenue), Unit Amenities, Project Amenities, and Project Services. The "Assignment" tab is active, displaying a form with the following fields and values:

- Project Name: Green Meadow Apts
- Proj/FHA Number: [empty]
- Reason: New Processing
- Discipline: A&E
- Field Office: [empty]
- Version #: 2
- Notes...: [empty]
- Dates:
 - Assigned: 12/16/2003
 - Start: 12/16/2003
 - Target: 00/00/0000
 - Date Assgmt Closed: 00/00/0000
- Responsible Staff Member:
 - Staff Name: John M Smith
 - Official:

The status bar at the bottom shows "Ready" on the left and the date/time "12-16-03 13:54:20" on the right.

Figure 16. Assignment Window - Assignment Tab



Note: *The Official flag is inactive in A&E. The Appraiser sets the A&E and Cost flags in the Valuation subsystem through the linking process.*

2. Click **Notes...** and the Notes window (Figure 17) displays.



Figure 17. Assignment Tab - Notes Window

3. Enter your comments. (The window's design allows the text to wrap.)
4. Click to save your work.

To enter assignment closed date:

Refer to Section 4.5, Closing the Assignment for information and the procedure for closing an assignment.

4.4.3 Site(s) Tab

The Site(s) tab on the **Sites(s)** window (Figure 18) is the third tab in the A&E subsystem. It displays each site that was included in the project application and entered in the Tracking subsystem. Sites entered in the Tracking subsystem include scattered sites. You can add and edit information about the sites.

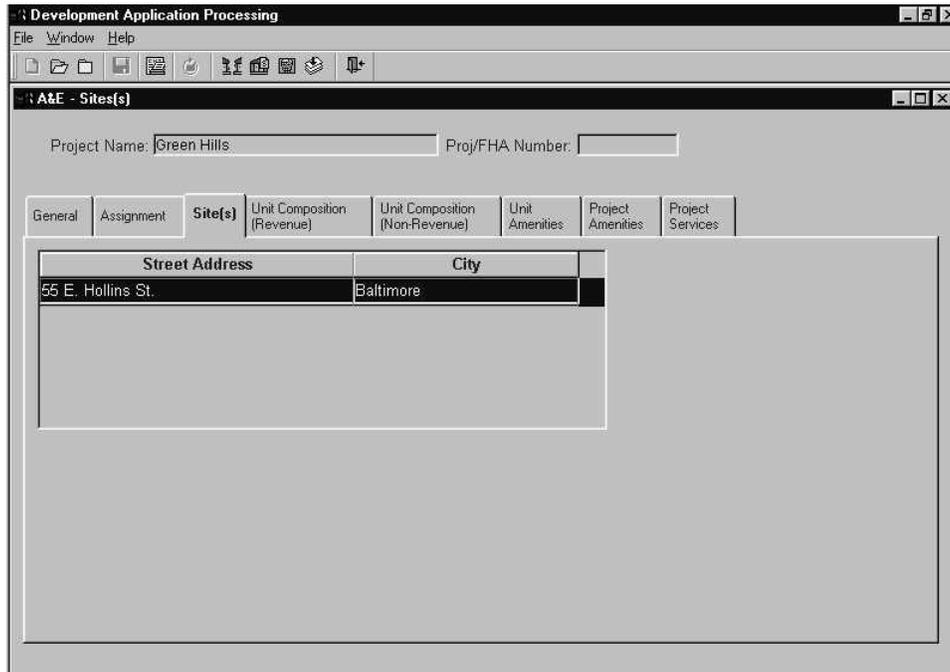


Figure 18. Site(s) Window - Site(s) Tab

To display site information:

1. Select the Site(s) tab, and the **Site(s)** window displays
2. Highlight the site you want to open.
3. From the **File** menu, select **Open**, and the **Site Info - General** window displays.

4.4.3.1 General Tab

The General tab on the **Site Info - General** window (Figure 19) displays information in three sections: Site, Parking, and Commercial Income. The system formats the data as you enter it. You can add and edit data on this tab.

Figure 19. Site Info - General Window

To enter/edit details about a site:

1. Select the Site(s) tab, and the **Site(s)** window displays.
2. Highlight the site you want to open from the site list.
3. From the **File** menu, select **Open**, and the General tab on the **Site Info - General** window (Figure 19) displays.
4. Enter the site information:
 - *Site Name*
 - *Site Square Feet* or *Site Acres*
 - *Zoning*
5. Enter the parking information:
 - *Attended*
 - *Self*
6. Enter the commercial income information:
 - *Area Ground Level*
 - *Other Levels*
7. Save your work. The *Site* in the header updates with the site name you entered.

4.4.3.2 Dwelling Structures Tab

The Dwelling Structures tab on the **Site Info Dwelling Structure** window (Figure 20) displays summary information about all dwellings associated with the project. The summary displays for each structure you enter. You can also copy, edit, and delete structures and all related data.

At bottom left displays view-only tracking units information entered in Tracking subsystem. After closing an assignment, this information does not display.

The **Copy Structure Information** on the **Site Info Dwelling Structure** window (Figure 20) enables you to enter information for the first structure and duplicate the information for other structures of the same Structure Type in the project. This feature reduces the need to re-type similar information. After copying the structure information, revise the *Structure Name* and other information as necessary to account for any variations in the structures. See Section 4.4.3.2.1, Copying Structure Information, for the procedure.

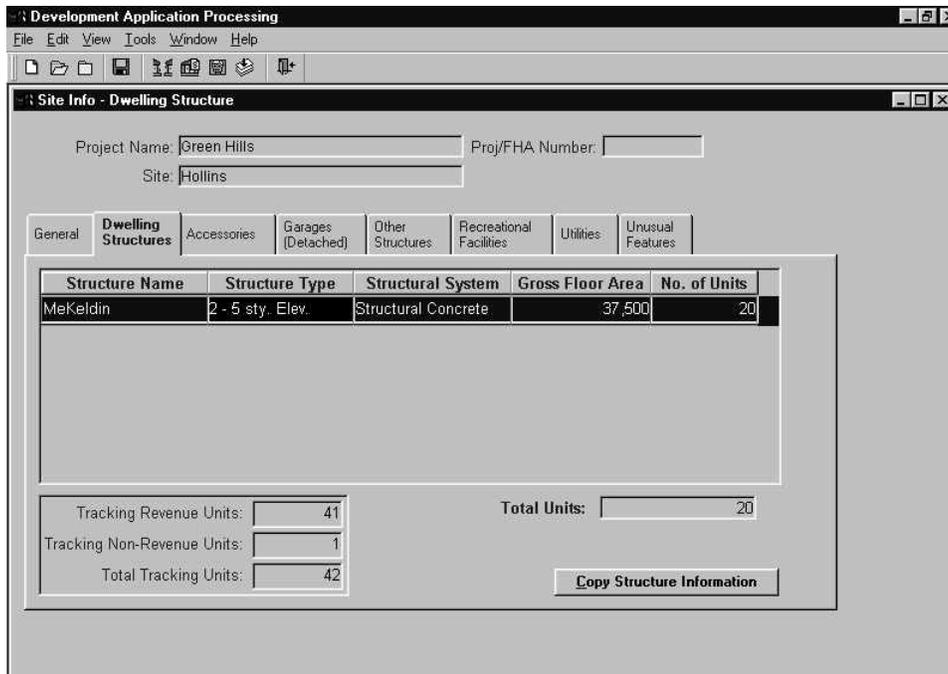


Figure 20. Site Info - Dwelling Structure Window - Dwelling Structures Tab

To add a dwelling structure:

1. Select the Dwelling Structures tab, and the **Site Info Dwelling Structure** window (Figure 20) displays.
2. From the **File** menu, select **New**, and the **Site Info Dwelling Structure** window (Figure 21 and Figure 22) displays.

Figure 21. Site Info Dwelling Structure Window (1 of 2)

Figure 22. Site Info Dwelling Structure Window (2 of 2)

3. Enter the project information:
 - *Structure Name*
 - *Year Built* (enter four-digit year if the structure already exists, e.g., for rehab, refi, acquisition)
 - *Building Type* from the drop-down list
 - *Construction Type* from the drop-down list
 - *No. of Elevators*
 - *Structural System* from the drop-down list
 - *No. of Stories*
 - *Floor System* enter a value or select from the drop-down list
 - *Foundation Type* from the drop-down list
 - *Exterior Finish* enter a value or select from the drop-down list
 - *Basement Floor Type* from the drop-down list
 - *Heating System* enter a value or select from the drop-down list
 - *Revenue Units*
 - *A/C System* enter a value or select from the drop-down list and
 - *Non Revenue Units*.
4. Enter the dwelling building areas information:
 - *Gross Floor Area*
 - *Basement, Storage Area*
 - *Built In Garage* (select a radio button)
 - *Built In Garage Area*
 - *Lobby Area*
 - *Halls, Stairs, Elev. Area*
 - *Net* (enter a description of other areas, maximum of three)
 - *Area* (enter square feet for other areas, maximum of three)
 - *Residual Area*
5. Click to save and return to the **Site Info - Dwelling Structure** window (Figure 20).

To edit dwelling structure information:

1. Select the Dwelling Structures tab, and the **Site Info Dwelling Structure** window (Figure 20) displays.
2. From the **F**ile menu, select **O**pen, and the **Site Info Dwelling Structure** window (Figure 21 and Figure 22) displays.
3. Click on the data field you want to change and enter the new data.
4. Click to save and return to the **Site Info Dwelling Structure** window.

To delete a dwelling structure:

1. Select the Dwelling Structures tab, and the **Site Info Dwelling Structure** window (Figure 20) displays.
2. Highlight the structure you want to delete.
3. Click the right mouse button, and the **E**dit menu displays.
4. Select the **D**efine option, and the Confirm Delete message displays.
5. Click to delete the structure and return to the **Site Info Dwelling Structure** window.
6. Save your work.

4.4.3.2.1 Copying Structure Information

On the bottom right of the **Site Info - Dwelling Structure** window (Figure 20), you see:

. This button enables you to create one or more duplicate structures of an existing structure in the project. Use this time saving feature when there are additional structures in the project that contain identical or similar information. You can copy structure information from the same site or other sites in a project. You should edit the *Structure Name* and other relevant data after copying structure information. You can also delete dwelling structure information.

To copy a structure:

1. Select the Dwelling Structures tab, and the **Site Info - Dwelling Structure** window (Figure 20) displays.
2. Select the structure you want to copy.
3. Click , and the **Copy Structure** window (Figure 23) displays the selected structure.

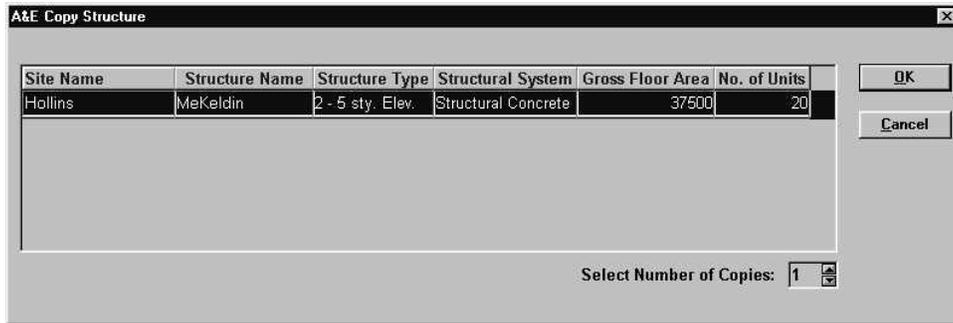
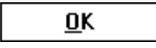


Figure 23. Copy Structure Window

4. Click  to select the number of copies or type in the number (up to 99).
5. Click  to save and the Dwelling Structures tab displays the copied structure(s).

4.4.3.3 Accessories Tab

The Accessories tab on the **Site Info - Accessories** window (Figure 24) enables you to enter accessory structures (e.g., clubhouse/leasing, laundry, office, etc.) for the property and the area of each. All accessory structures must be entered in the Accessories tab. You can add, edit, and delete accessories.

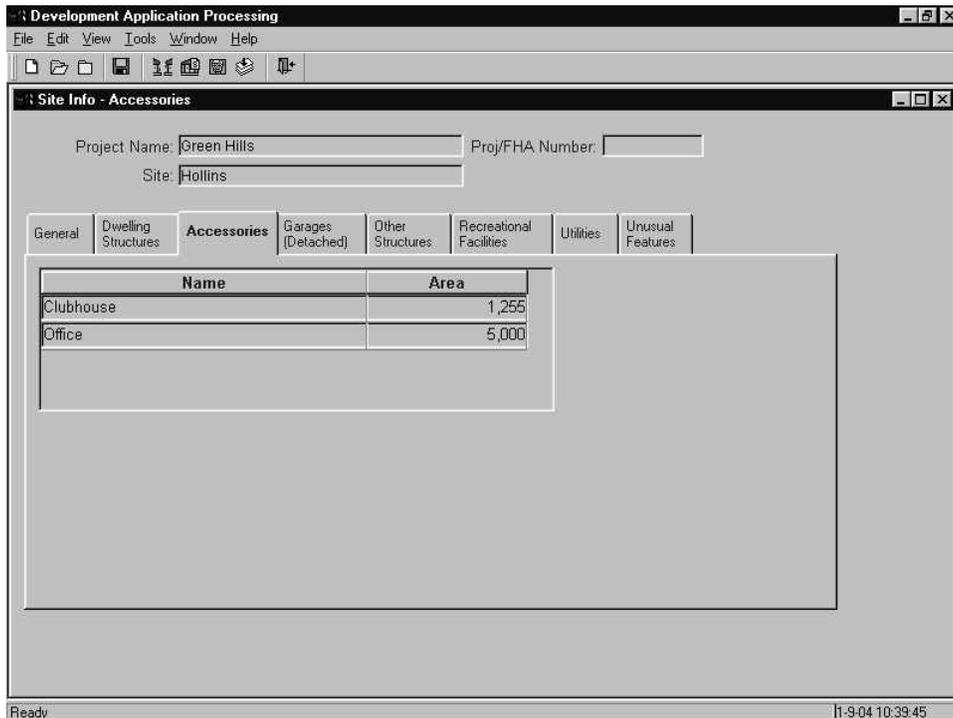


Figure 24. Site Info - Accessories Window - Accessories Tab

To add accessories:

1. Select the Accessories tab, and the **Site Info - Accessories** window (Figure 24) displays.
2. From the **F**ile menu, select **N**ew, and the **Site Info - Accessories Maintenance** window (Figure 25) displays.

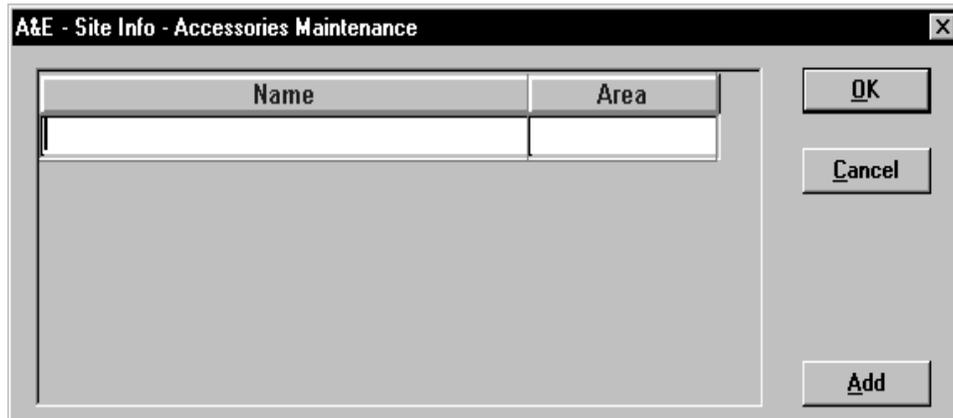


Figure 25. Site Info - Accessories Maintenance Window

3. Enter the name and area of the accessory structure.
4. Click to insert a blank line and continue adding accessory structures.
5. Click to save and return to the **Site Info - Accessories** window.
6. Select another tab or, from the **F**ile menu, select **C**lose and the **Site(s)** window displays.

To edit an accessory:

1. Select the Accessories tab, and the **Site Info - Accessories** window (Figure 24) displays.
2. Highlight the accessory structure you want to change.
3. From the **F**ile menu, select **O**pen, and the **Site Info - Accessories Maintenance** window (Figure 25) displays all existing accessories.
4. Click on the data field you want to change and enter the new data.
5. Click to save the changes and return to the **Site Info - Accessories** window.

To delete an accessory:

1. Select the Accessories tab, and the **Site Info - Accessories** window (Figure 24) displays.
2. Highlight the accessory structure you want to delete.
3. Click the right mouse button, and the **Edit** menu displays.

4. Select the **D**el~~e~~te option, and the Confirm Delete message displays.
5. Click to delete the accessory and return to the **Site Info - Accessories** window.
6. Save your work.

4.4.3.4 Garages (Detached) Tab

The Garages (Detached) tab on the **Site Info - Garages (Detached)** window (Figure 26) lists each garage that is detached from the property building(s). You can add, edit, and delete garage information.

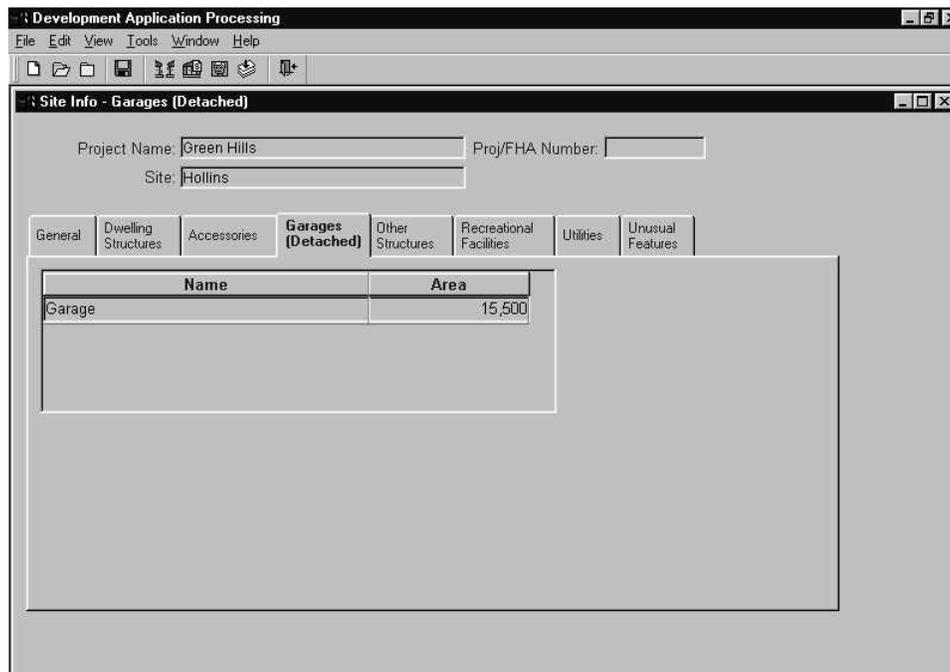


Figure 26. Site Info - Garages (Detached) Window - Garages (Detached) Tab

To add a garage:

1. Select the Garage (Detached) tab, and the **Site Info - Garages (Detached)** window (Figure 26) displays.
2. From the **F**ile menu, select **N**ew, and the **Site Info - Garages Maintenance** window (Figure 27) displays.

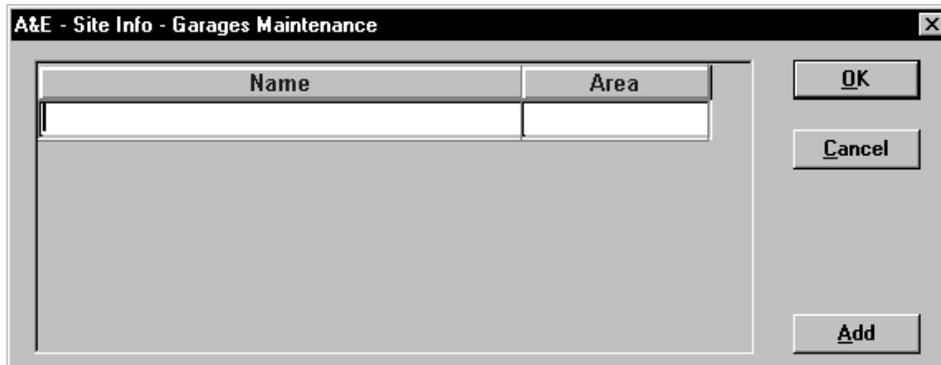


Figure 27. Site Info - Garages Maintenance Window

3. Enter the new data.
4. Click to insert a blank line and continue adding garage structures.
5. Click to save and return to the **Site Info - Garages (Detached)** window.
6. Select another tab or, from the **F**ile menu, select **C**lose and the **Site(s)** window displays.

To edit a garage:

1. Select the Garage (Detached) tab, and the **Site Info - Garages (Detached)** window (Figure 26) displays.
2. Highlight the garage structure you want to change.
3. From the **F**ile menu, select **O**pen, and the **Site Info - Garages Maintenance** window displays.
4. Click on the data field you want to change and enter the new data.
5. Click to save and return to the **Site Info - Garages (Detached)** window.

To delete a garage:

1. Select the Garage (Detached) tab, and the **Site Info - Garages (Detached)** window (Figure 26) displays.
2. Highlight the garage structure you want to delete.
3. Click the right mouse button, and the **E**dit menu displays.
4. Select the **D**el~~e~~te option, and the Confirm Delete message displays.
5. Click to delete the garage and return to the **Site Info - Garages (Detached)** window.
6. Save your work.

4.4.3.5 Other Structures Tab

The Other Structures tab on the **Site Info - Other Structures** window (Figure 28) is where you enter the name of all other structures on the property (e.g., carports, storage, covered carports, rental office, community room, mail kiosk, etc.) and the area of each. This excludes dwellings, accessory structures, and garages that you entered in Sections 4.4.3.2 through 4.4.3.4. You can add, edit, and delete other structures.

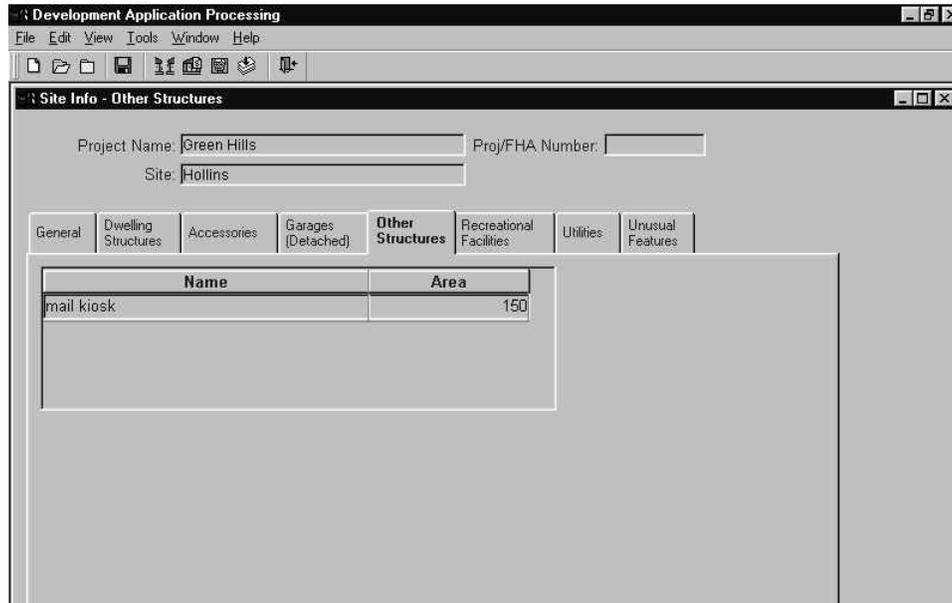


Figure 28. Site Info - Other Structures Window - Other Structures Tab

To add other structures:

1. Select the Other Structures tab, and the **Site Info - Other Structures** window (Figure 28) displays.
2. From the **F**ile menu, select **N**ew, and the **Site Info - Other Structures Maintenance** window (Figure 29) displays.

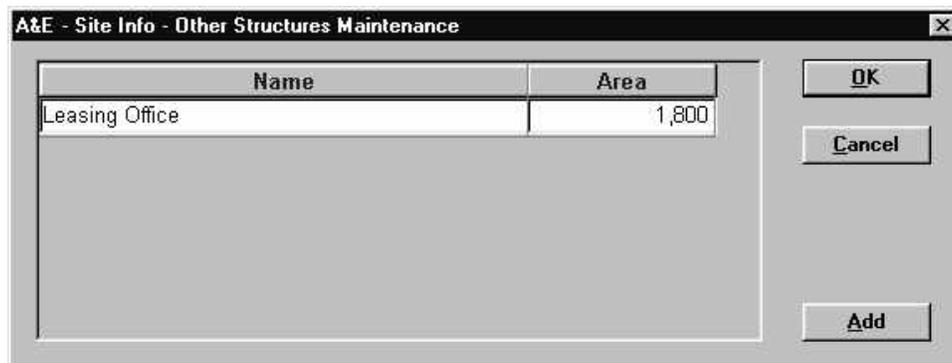
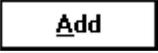
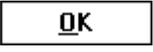
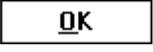


Figure 29. Site Info - Other Structures Maintenance Window

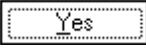
3. Enter the new data.

4. Click  to insert a blank line continue adding structures.
5. Click  to save and return to the **Site Info - Other Structures Maintenance** window.
6. Select another tab or, from the **F**ile menu, select **C**lose and the **Site(s)** window displays.

To edit other structures:

1. Select the Other Structures tab, and the **Site Info - Other Structures** window (Figure 28) displays.
2. Highlight the structure you want to change.
3. From the **F**ile menu, select **O**pen, and the **Site Info - Other Structures Maintenance** window (Figure 29) displays.
4. Click on the structure you want to change and enter the new data.
5. Click  to save and return to the **Site Info - Other Structures** window.

To delete other structures:

1. Select the Other Structures tab, and the **Site Info - Other Structures** window (Figure 28) displays.
2. Highlight the structure you want to delete.
3. Click the right mouse button, and the **E**dit menu opens.
4. Select the **D**efine option, and the Confirm Delete message displays.
5. Click  to delete the structure and return to the **Site Info - Other Structures** window.
6. Save your work.

4.4.3.6 Recreational Facilities Tab

The Recreational Facilities tab on the **Site Info - Recreational Facilities** window (Figure 30) lists each recreational facility (e.g., swimming pool and deck/spa, volleyball court, community center, play area/playground/tot lot, recreational bldg, etc.) located on the property. You can add, edit, and delete recreational facilities.

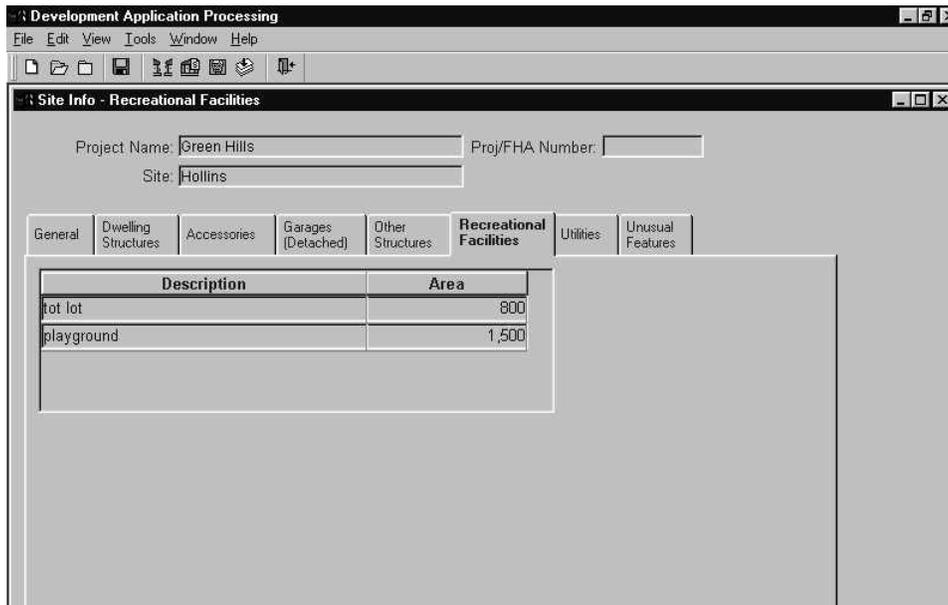


Figure 30. Site Info - Recreational Facilities Window Recreational Facilities Tab

To add a recreational facility:

1. Select the Recreational Facilities tab, and the **Site Info - Recreational Facilities** window (Figure 30) displays.
2. From the **File** menu, select **New**, and the **Site Info - Recreational Facility Maintenance** window (Figure 31) displays a blank row.

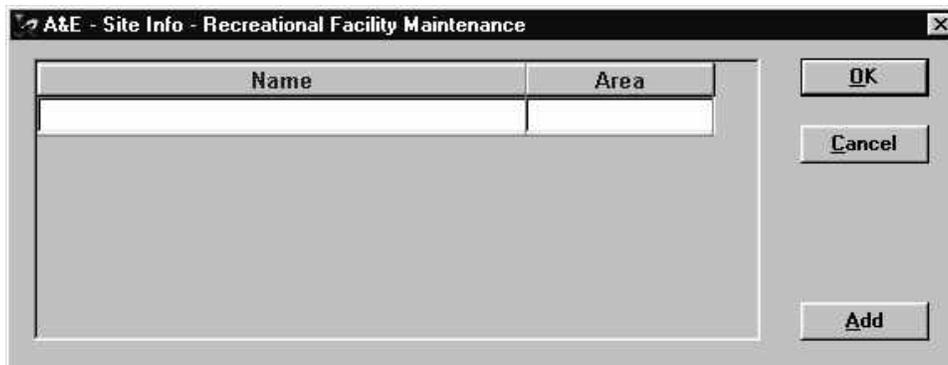


Figure 31. Site Info -Recreational Facility Maintenance Window

3. Enter the new data.

4. Click to insert a blank line and add recreational facilities.
5. Click to save and return to the **Site Info - Recreational Facilities** window.
6. Select another tab or, from the **File** menu, select **C**lose and the **Site(s)** window displays.

To edit a recreational facility:

1. Select the Recreational Facilities tab, and the **Site Info - Recreational Facilities** window (Figure 30) displays.
2. Highlight the recreational facility you want to change.
3. From the **File** menu, select **O**pen, and the **Site Info - Recreational Facility Maintenance** window (Figure 31) displays.
4. Click on the data field you want to change and enter the new data.
5. Click to save and return to the **Site Info - Recreational Facilities** window.

To delete a recreational facility:

1. Select the Recreational Facilities tab, and the **Site Info - Recreational Facilities** window (Figure 30) displays.
2. Highlight the facility you want to delete.
3. Click the right mouse button, and the **Edit** menu opens.
4. Select the **D**efine option, and the Confirm Delete message displays.
5. Click to delete the recreational facility and return to the **Site Info - Recreational Facilities** window
6. Save your work.

4.4.3.7 Utilities Tab

The Utilities tab on the **Site Info - Utilities** window (Figure 32) displays the utilities: *Water* and *Sewer*. You can indicate whether the water and sewer utilities are part of a public utility system or a community utility system. You can also note how far the utilities are from the property's site. You can enter and edit utility information.

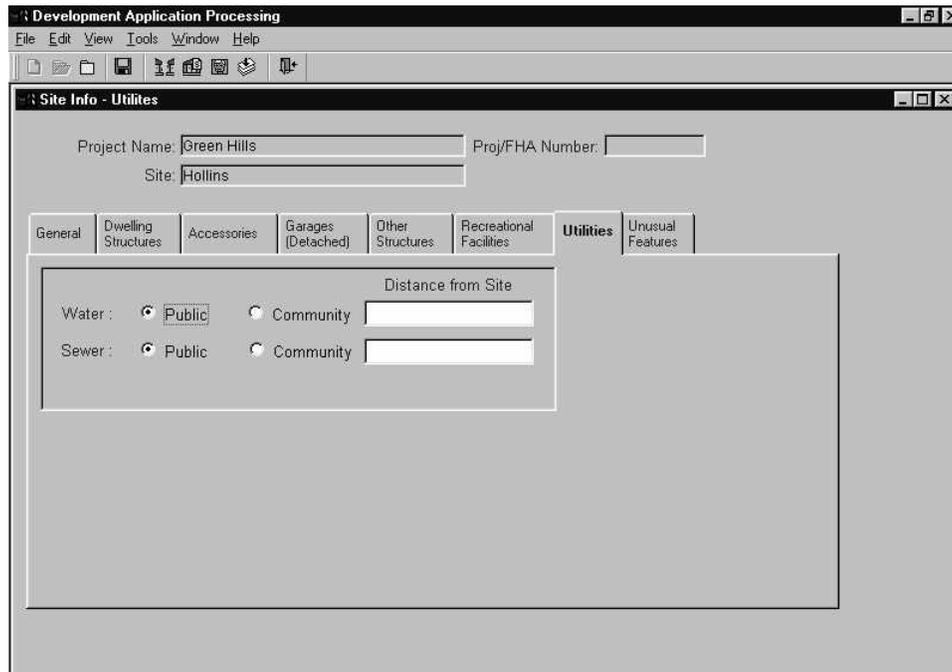


Figure 32. Site Info - Utilities Window - Utilities Tab

To enter/edit utility information:

1. Select the Utilities tab, and the **Site Info - Utilities** window (Figure 32) displays.
2. Select the radio button for the type of water utility and enter the distance in feet from the site.
3. Select the radio button for the type of sewer utility and enter the distance in feet from the site.
4. Save your work.
5. Select another tab or, from the **File** menu, select **C**lose and the **Site(s)** window displays.

4.4.3.8 Unusual Features Tab

The Unusual Features tab on the **Site Info - Unusual Features** window (Figure 33) lists any unusual site conditions on the property. You can select and de-select an item.

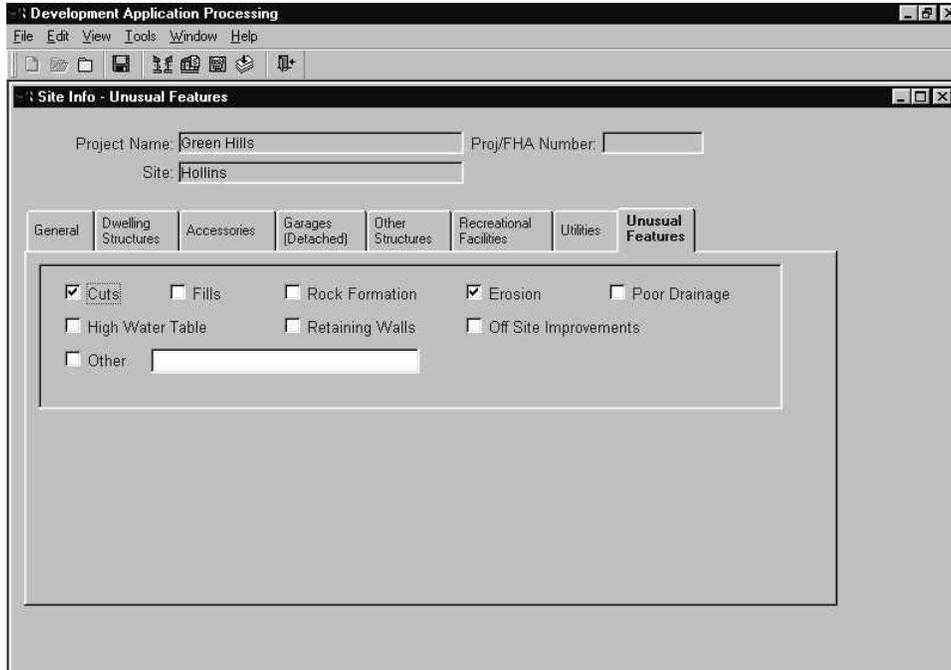


Figure 33. Site Info - Unusual Features Window - Unusual Features Tab

To select/deselect unusual features:

1. Select the Unusual Features tab, and the **Site Info - Unusual Features** window displays.
2. Click in the check boxes next to the features that apply to the site. An “**X**” indicates the item is selected. Click in the check box again to deselect the item.
3. Save your work.
4. Select another tab or, from the **File** menu, select **C**lose, and the **Site(s)** window displays.

4.4.4 Unit Composition (Revenue) Tab

The Unit Composition (Revenue) tab (Figure 34) describes the characteristics of each revenue unit in a project. The number of bedrooms in a unit defines the unit type. Revenue unit composition data is linked to the entire project, not to a specific site in a project. You can add, edit, and delete unit information. After you enter the unit information, a summary of your entries displays on this tab by unit type.

Using the Copy Unit Composition button located at the bottom right of the window, you can duplicate the composition data from one Unit Type and then adjust the data as needed. For example, a dwelling structure may have 15 two-bedroom units that are identical except that five have patios, five have balconies, and five have neither. Create one two-bedroom Unit Type without patio or balcony and then use the Copy Unit Composition feature to make two duplicates. Then modify the Composition of Units to include the balcony for one and patio for the other.

The total units entered in A&E display at bottom left of the window and the Tracking Revenue Units entered earlier in Tracking display at bottom right.

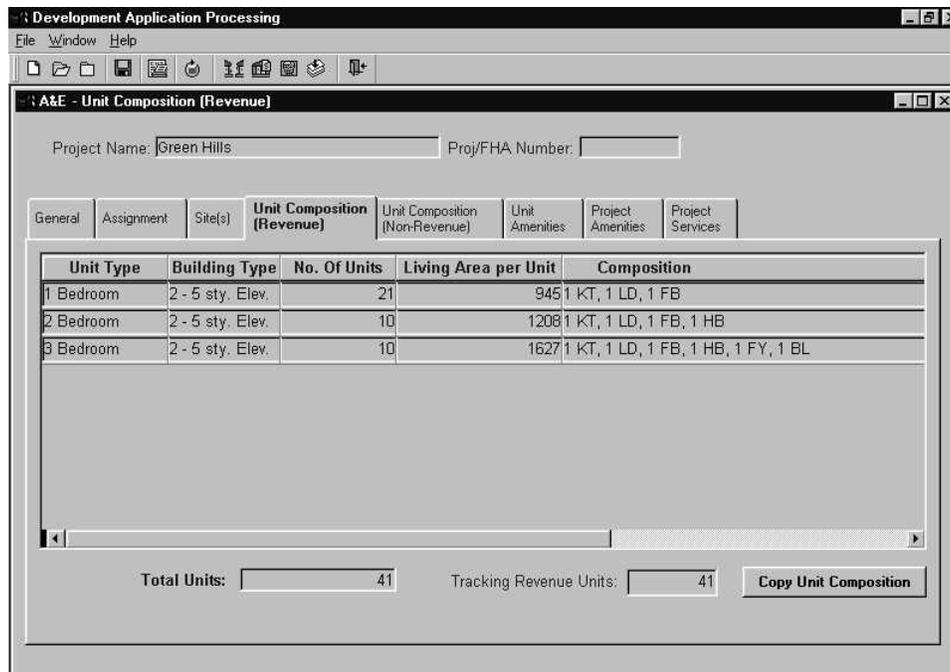


Figure 34. Unit Composition (Revenue) Tab

After selecting composition codes (e.g., living room, dining room, bathroom, etc.) for a unit type, the system displays the information on the **Unit Composition** detail window (Figure 35). The default quantity for each composition code is one (1), which you can increase as needed.

Composition Code	Quantity
Kitchen	1
Living Room/Dining	1
Full Bath	1

Figure 35. Unit Composition (Revenue) Detail Window

To add unit composition data:

1. Select the Unit Composition (Revenue) tab, and the **Unit Composition (Revenue)** window (Figure 34) displays.
2. From the **File** menu, select **New**, and the **Unit Composition (Revenue)** detail window (Figure 35) displays.
3. Enter the unit composition (revenue) information:
 - *Unit Type* from the drop-down list
 - *Building Type* from the drop-down list
 - *No. of Units*
 - *Living Area per Unit*
 - *Elevator Status*, select the radio button



Note: The system calculates the Statutory Limit based on a project's Program Type, Unit Type (0, 1, 2, 3, 4 or more bedrooms), Elevator Status, and whether the project is Non-Profit. In addition, when you update the Unit Type and Elevator Status, the system updates the Statutory Limit accordingly.

4. Click **Composition Assignment** and the **Composition of Units** window (Figure 36) displays.

The **Composition of Units** window (Figure 36) displays two parts. The Available list contains the components you can select to describe the unit's composition. The Assigned list displays all selected components.

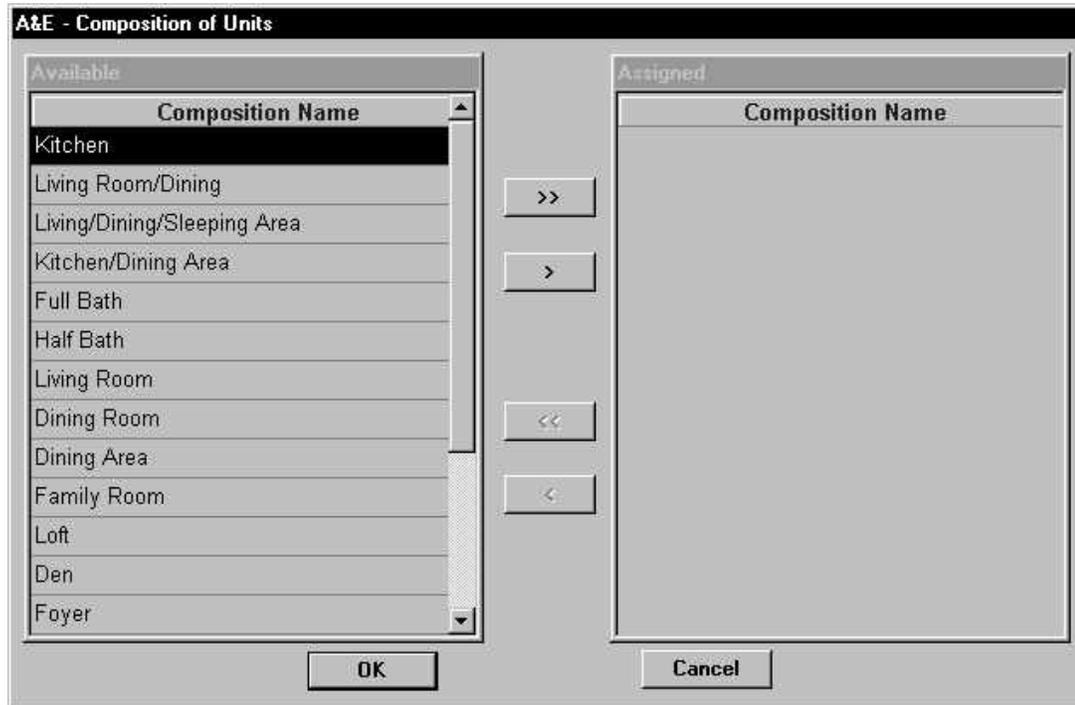


Figure 36. Composition of Units Window

5. Select a component from the Available list, and click to move the component to the Assigned list.

Alternative Option

Click to move all components from the Available list to the Assigned list.

6. Continue selecting options until you have assigned all needed components.

OR

Remove components from the Assigned list and return them to the Available list by clicking:

to remove one component, or to remove all components.

7. Click to return to the **Unit Composition (Revenue)** detail window.



Note: On the **Unit Composition (Revenue)** detail window, the system default for composition quantity is one (1) for each component. You can increase the quantity.

8. Enter the *Quantity* for each component.

- Click to save and return to the **Unit Composition (Revenue)** window.

To copy unit compositions:

- From the **Unit Composition (Revenue)** window, click the button. The **Copy Unit Composition (Revenue)** window (Figure 37) displays.

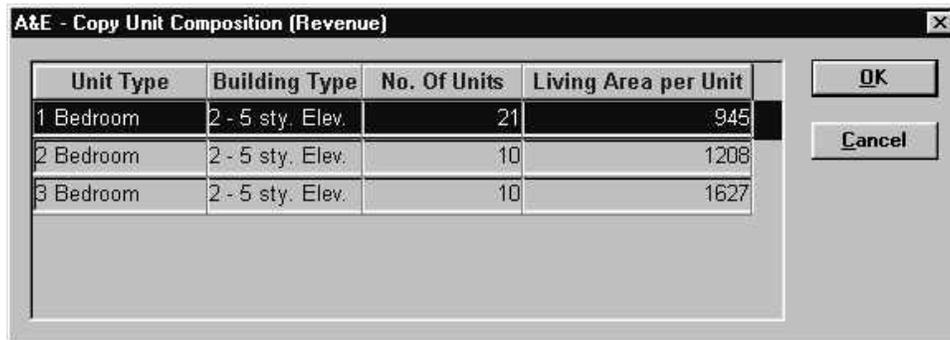


Figure 37. Copy Unit Composition (Revenue) Window

- Select the unit type you wish to copy.
- Click to copy the information in the **Unit Composition (Revenue)** detail window. This displays a duplicate Unit Type with identical data in the **Unit Composition (Revenue)** tab.
- Open the **Unit Composition (Revenue)** detail window and modify the data as needed.

To edit unit composition data:

- Select the Unit Composition (Revenue) tab, and the **Unit Composition (Revenue)** window (Figure 34) displays.
- Select the unit type you want to change.
- From the **File** menu, select **Open**, and the **Unit Composition (Revenue)** detail window (Figure 35) displays.
- Click on the data field you want to change, and enter the new data.
- Click and the **Composition of Units** window (Figure 36) displays.
- Enter the new data.
- Click to return to the **Unit Composition (Revenue)** detail window.
- Enter the *Quantity* for each component, if applicable.
- Click to save and return to the **Unit Composition (Revenue)** window.

To delete unit composition data:

1. Select the Unit Composition (Revenue) tab, and the **Unit Composition (Revenue)** window (Figure 34) displays.
2. Highlight the unit type you want to delete.
3. Click the right mouse button, and the **Edit** menu opens.
4. Select the **Delete** option, and the Confirm Delete message displays.
5. Click to delete the item and return to the **Unit Composition (Revenue)** window.
6. Save your work.

4.4.5 Unit Composition (Non-Revenue) Tab

The Unit Composition (Non-Revenue) tab (Figure 38) details the characteristics of each non-revenue unit in a project. The number of bedrooms in a unit defines the unit type. Non-revenue unit composition data is linked to the entire project, not to a specific site in a project. You can add, edit, and delete unit information. After entering the unit information, a summary of your entries displays on this tab by unit type.

The view-only tracking units information is from the Tracking subsystem.

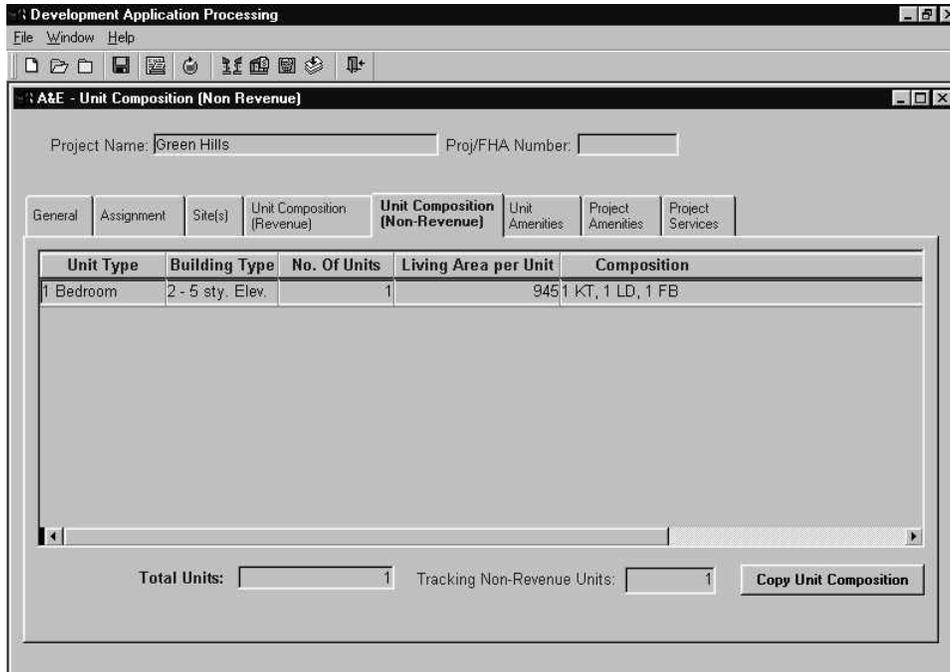


Figure 38. Unit Composition (Non Revenue) Window - Unit Composition (Non Revenue) Tab

After selecting composition codes (e.g., living room, dining room, bathroom, etc.) for a unit type, the system displays the information on the **Unit Composition** detail window (Figure 39). The default quantity for each composition code is one (1), which you can increase as needed.

Composition Code	Quantity
Kitchen	1
Living Room/Dining	1
Full Bath	1

Figure 39. Unit Composition (Non-Revenue) Detail Window

To add non-revenue unit composition information:

1. Select the Unit Composition (Non-Revenue) tab, and the **Unit Composition (Non Revenue)** window (Figure 38) displays.
2. From the **File** menu, select **New**. The **Unit Composition (Non Revenue)** window (Figure 39) displays.
3. Enter the unit composition (non-revenue) information:
 - *Unit Type* from the drop-down list
 - *Building Type* from the drop-down list
 - *No. of Units*
 - *Living Area per Unit*
 - *Elevator Status*, select the radio button



Note: The system calculates the Statutory Limit based on a project's Program Type, Unit Type (0, 1, 2, 3, 4 or more bedrooms), Elevator Status, and whether the project is Non-Profit. In addition, when you update the Unit Type and Elevator Status, the system updates the Statutory Limit accordingly.

- *Type of Employee*
 - *Unit Location*
4. Click **Composition Assignment** and the **Composition of Units** window (Figure 40) displays.

The **Composition of Units** window displays two list. The Available list contains the components you can select to describe the unit's composition. The Assigned list displays all selected components.

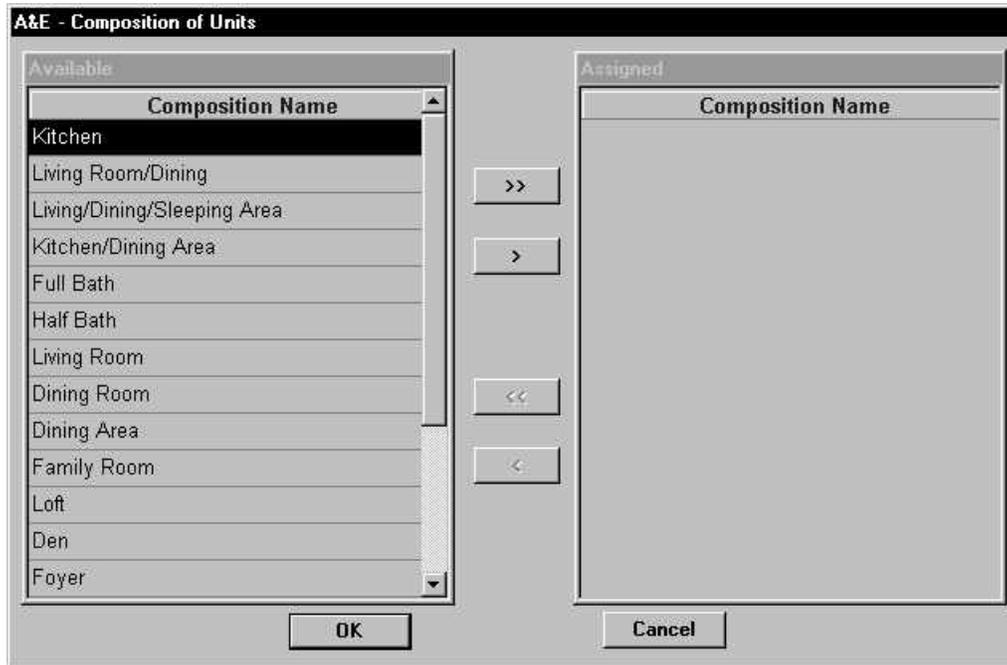


Figure 40. Composition of Units Window

5. Select a component from the Available list, and click to move the component to the Assigned list.

Alternative Option

Click to move all components from the Available list to the Assigned list.

6. Continue selecting components and clicking until all needed components are assigned.

OR

Remove components from the Assigned list and return them to the Available list by clicking:

to remove one component, or to remove all components.

7. Click to return to the **Unit Composition (Non Revenue)** detail window.

 **Note:** *The system default for composition quantity is one (1) for each component. You can increase the quantity.*

8. Enter the *Quantity* for each component.
9. Click to save and return the **Unit Composition (Non Revenue)** window.

To copy unit compositions:

1. From the **Unit Composition (Non Revenue)** window, click . The **Copy Unit Composition (Non Revenue)** window (Figure 41) displays.

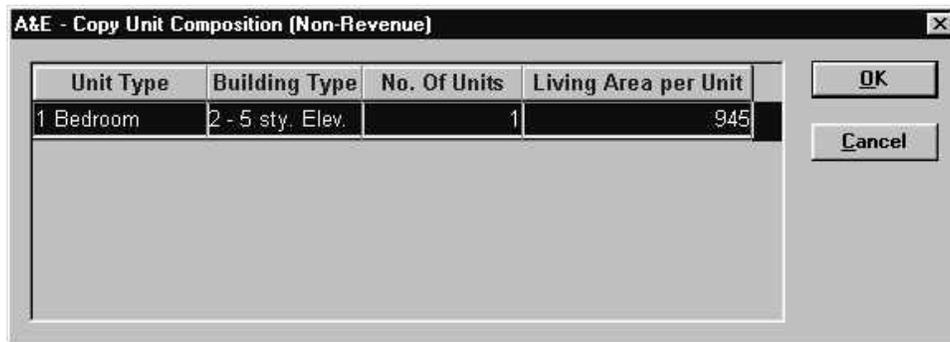


Figure 41. Copy Unit Composition (Non-Revenue) Window

2. Select the unit type you wish to copy.
3. Click to copy the information in the **Unit Composition (Non-Revenue)** window.

To edit unit composition data:

1. Select the Unit Composition (Non Revenue) tab, and the **Unit Composition (Non Revenue)** window (Figure 38) displays.
2. Highlight the unit type you want to change.
3. From the **F**ile menu, select **O**pen, and the **Unit Composition (Non-Revenue)** detail window displays.
4. Click on the data field you want to change, and enter the new data.
5. Click and the **Composition of Units** window (Figure 40) displays.
6. Enter the new data.
7. Click to return to the **Unit Composition (Non-Revenue)** detail window.
8. Enter the *Quantity* for each component, if applicable.
9. Click to save and return to the **Unit Composition (Non-Revenue)** window.

To delete unit composition data:

1. Select the Unit Composition (Non-Revenue) tab, and the **Unit Composition (Non-Revenue)** window (Figure 38) displays.
2. Select the unit type you want to delete.
3. Click the right mouse button, and the **Edit** menu opens.
4. Select the **Delete** option, and the Confirm Delete message displays.
5. Click to delete the item and return to the **Unit Composition (Non-Revenue)** window.
6. Save your work.

4.4.6 Unit Amenities Tab

The Unit Amenities tab on the **Unit Amenities** window (Figure 42) displays the amenities that could be available in all units. You can select and deselect amenities. Entering descriptions in the *Fireplace(s)*, *Security System(s)*, and *Other (specify)* text boxes is optional.

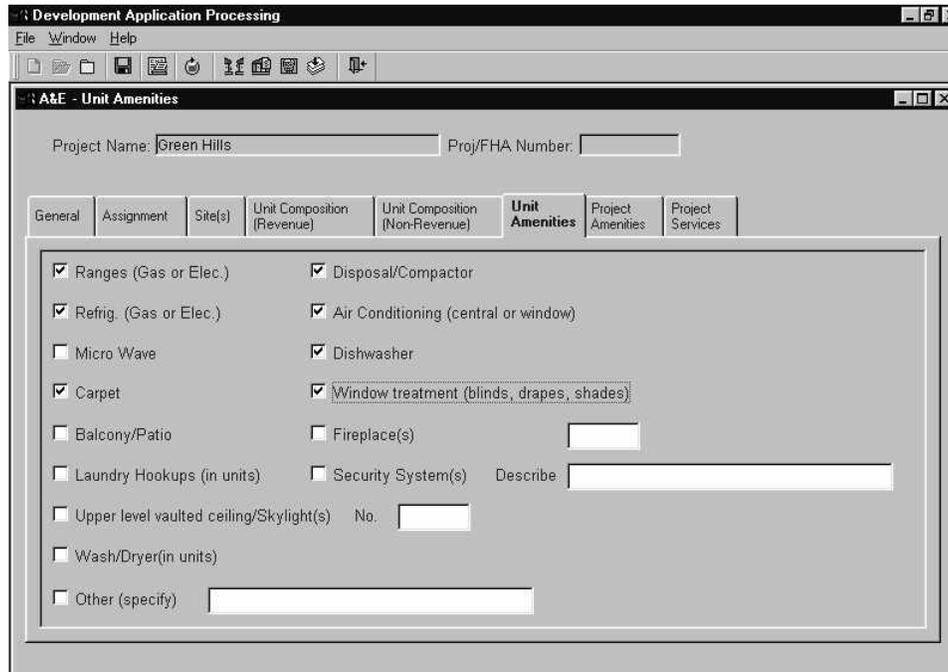


Figure 42. Unit Amenities Window - Unit Amenities Tab

To select/deselect unit amenities:

1. Select the Unit Amenities tab, and the **Unit Amenities** window (Figure 42) displays.
2. Click in the check box next to each amenity included in the unit. A check mark (✓) indicates the item is selected. Click in the check box again to deselect the item.
3. Enter brief details in the text boxes for *Fireplace(s)*, *Security System(s)*, and *Other (specify)*, if applicable.
4. Save your work.

4.4.7 Project Amenities Tab

The Project Amenities tab on the **Project Amenities** window (Figure 43) enables you to identify the amenities included in the project.

Development Application Processing

File Window Help

A&E - Project Amenities

Project Name: Green Hills Proj/FHA Number:

General Assignment Site(s) Unit Composition (Revenue) Unit Composition (Non-Revenue) Unit Amenities **Project Amenities** Project Services

Guest Room(s) No.
 Sauna/Steam Room(s) No.
 Exercise Room(s) No.
 Tennis Court(s) No.
 Laundry Facilities (coin)
 Project Security System(s) Describe keyed entrance
 Jacuzzies/Community Whirlpool(s) No.
 Other (specify)

Community Room(s) No.
 Swimming Pool(s) No.
 Racquetball Court(s) No.
 Picnic/Play area(s) No.

Figure 43. Project Amenities Window - Project Amenities Tab

To select/deselect project amenities:

1. Select the Project Amenities tab, and the **Project Amenities** window (Figure 43) displays.
2. Click in the check box next to each amenity included in the project. A check mark (✓) indicates the item is selected. Click in the check box again to deselect the item.
3. Enter brief details in the text boxes for *Project Security System(s)* and *Other (specify)*, if applicable.
4. Save your work.

4.4.8 Project Services Tab

The Project Services tab on the **Project Services** window (Figure 44) enables you to indicate the service items available in all units of the project. You can select one or more types of service items (*Gas, Electric, Other*) for most of the listed service items. For each selection made, you must indicate whether the service is or is not included in the rent. Enter service items not listed in the text box provided at the bottom of the window.

The screenshot shows the 'A&E - Project Services' window. At the top, there are fields for 'Project Name: Green Hills' and 'Proj/FHA Number:'. Below these are several tabs: 'General', 'Assignment', 'Site(s)', 'Unit Composition (Revenue)', 'Unit Composition (Non-Revenue)', 'Unit Amenities', 'Project Amenities', and 'Project Services'. The 'Project Services' tab is active, displaying a table with the following data:

Service Items	Gas	Electric	Other	Service Included in Rent
Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Hot Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Cooking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Air Conditioning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Lights/etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Other: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

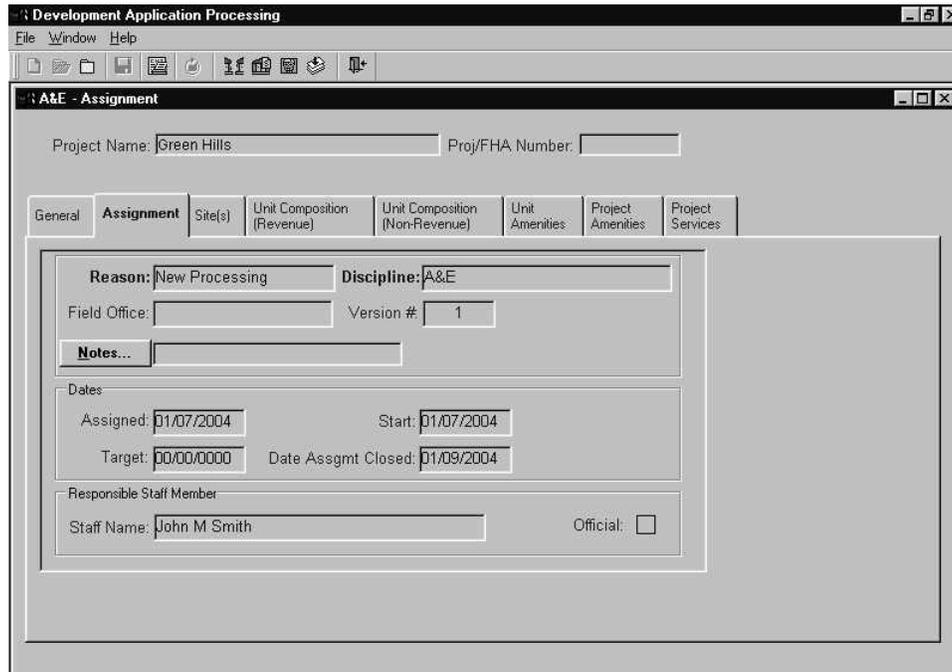
Figure 44. Project Services Window - Project Services Tab

To select/deselect project services:

1. Select the Project Services tab, and the **Project Services** window (Figure 44) displays.
2. Click in the check box next to each service item included in the project. A check mark (✓) indicates the item is selected. Click in the check box again to deselect the item.
Enter additional services in the *Other* text box, and click in the *Other* check box.
3. Select *Yes* or *No* to indicate whether each selected service type is included in the rent.
If you select an item, an entry must be made in the Service Included in Rent column.
4. Save your work.

4.5 Closing the Assignment

After finishing the A&E analysis, select the Assignment tab (Figure 45) to close the assignment. If any required data is missing, a list displays showing the location and type of data needed. (For a list of the validation errors and ways to resolve them, see Appendix E of the DAP User Guide.) You cannot change the data after closing the assignment. To revise data after this assignment is closed, you must create a new version.



The screenshot shows a software window titled "Development Application Processing" with a menu bar (File, Window, Help) and a toolbar. The main window is titled "A&E - Assignment" and contains several tabs: General, Assignment (selected), Site(s), Unit Composition (Revenue), Unit Composition (Non-Revenue), Unit Amenities, Project Amenities, and Project Services. The "Assignment" tab is active and contains the following fields:

- Project Name: Green Hills
- Proj/FHA Number: [empty]
- Reason: New Processing
- Discipline: A&E
- Field Office: [empty]
- Version #: 1
- Notes: [empty]
- Dates:
 - Assigned: 01/07/2004
 - Start: 01/07/2004
 - Target: 00/00/0000
 - Date Assgmt Closed: 01/09/2004
- Responsible Staff Member:
 - Staff Name: John M Smith
 - Official:

Figure 45. A&E General Window - Assignment Tab



Note: *The Official flag is inactive in A&E.*

To close an assignment:

1. From the **A&E General** window, select the Assignment tab to display it.
2. Enter the *Date Assignment Closed* (MM/DD/YYYY; current date).
3. Save your work. The *Date Assignment Closed* field becomes inactive, and all data is view only.

When the system saves the *Date Assgmt Closed*, the A&E assignment is closed. If additional data is required to close the assignment, the **A&E Completion Information Required** window (Figure 46) displays a list of errors. You must resolve these errors before the system saves the complete date. For a list of validation messages and how to resolve them, see Appendix E of the DAP User Guide for Lenders.

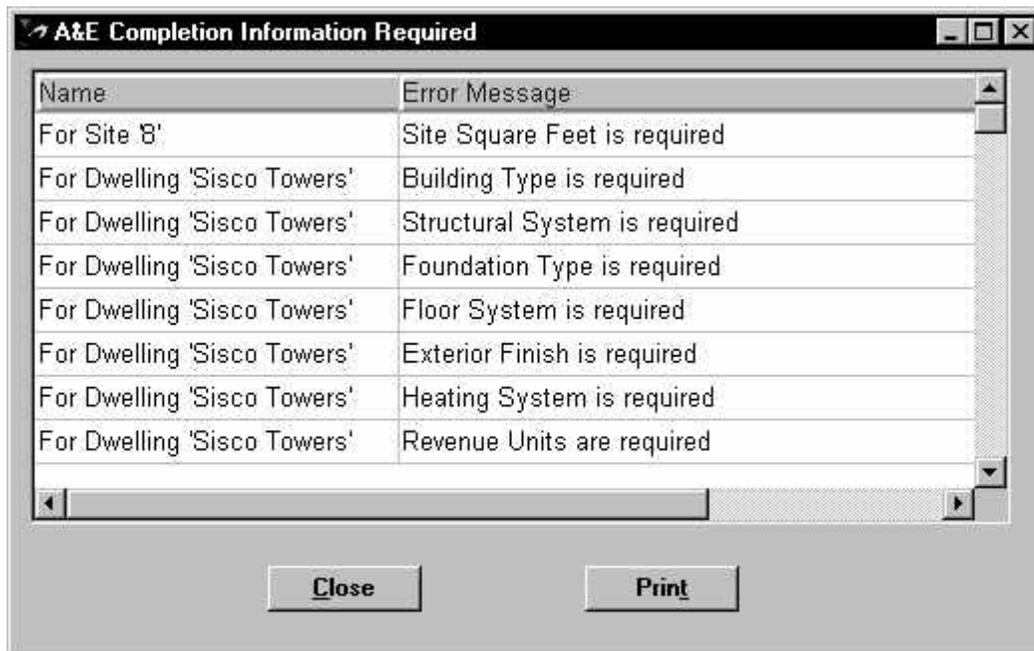


Figure 46. A&E Completion Information Required Window



Note: *After you enter the Date Assignment Closed and save your work, the system will not allow you to change any of the data, including your notes. You will be able to view the information only.*

Administrative Close

There are several reasons for an administrative close (Figure 47). These include, but are not limited to, the following:

- re-assignment of workload;
- interest rate change; and
- changes in an A&E, Cost and/or Valuation technical discipline (e.g., change in number of units in A&E, change in contractor estimates, change in unit rents etc.).

You must notify the Tracking analyst for an administrative close. The Tracking analyst closes the assignment and then creates a new one. The new assignment only contains data entered in the Tracking subsystem. It does not contain the information you entered in the previous assignment. You may copy all of the data from any single previous assignment to the new assignment. For more information on copying data from a previous analysis, see Section 4.3.2.

The screenshot shows the 'A&E - Assignment' window with the 'Assignment' tab selected. The form contains the following fields and sections:

- Project Name:** Green Meadow Apts
- Proj/FHA Number:** [Empty]
- Navigation Tabs:** General, **Assignment**, Site(s), Unit Composition (Revenue), Unit Composition (Non-Revenue), Unit Amenities, Project Amenities, Project Services
- Reason:** New Processing
- Discipline:** A&E
- Field Office:** [Empty]
- Version #:** 1
- Notes...** [Empty]
- Dates Section:**
 - Assigned:** 12/15/2003
 - Start:** 00/00/0000
 - Target:** 00/00/0000
 - Date Assgmt Closed:** 12/15/2003
 - Admin. Close:** [Checked]
- Responsible Staff Member Section:**
 - Staff Name:** John M Smith
 - Official:** [Unchecked]

Figure 47. A&E Main Menu - Assignment Tab - Administrative Close

4.6 Navigating Report Windows

After selecting a report, the **Print Preview** window (Figure 48) gives you the flexibility to view specific pages and/or to print the report. This section describes the **Print Preview** window components and how to zoom and change the setup of your printer.

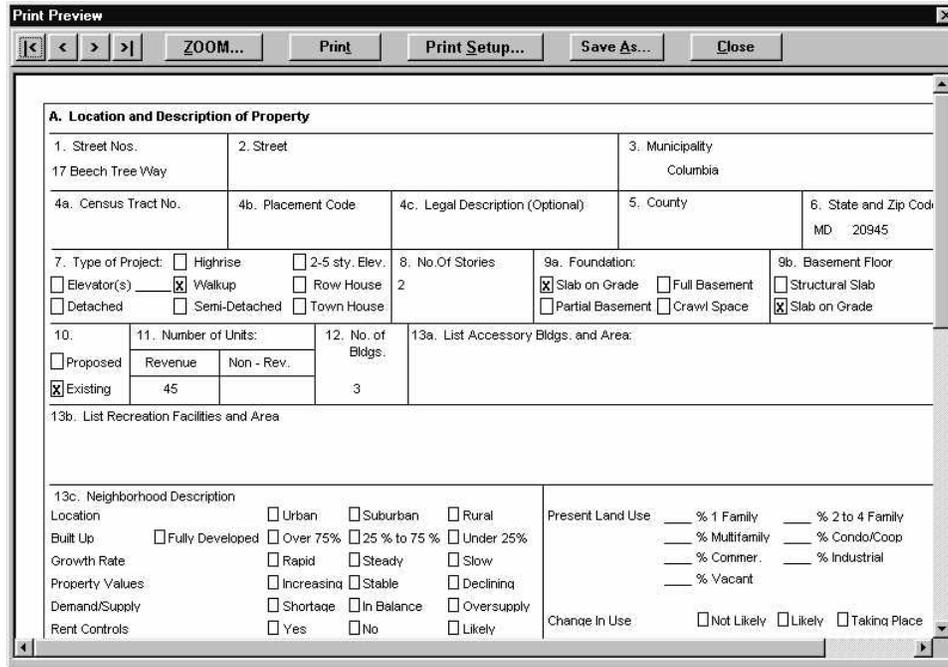


Figure 48. Print Preview Window

Report Command Buttons

Table 1 describes the report command buttons that you can use after generating a report.

Table 1. Description of Report Command Buttons

Report Command Buttons	Description
	Jump to the first page of the report.
	Navigate through the report one page at a time either forward or backward.
	Jump to the last page of the report.
	Displays the Zoom window where you can enlarge or reduce the size of the report you generated (for detailed steps, see Section 11.1.1).
	Print the report on your default printer.
	Change your default printer's parameters and options (for detailed steps, see Section 4.6.2).
	Save the report to your computer or diskette.
	Close the Print Preview window.

4.6.1 Using the Zoom Option

The **Zoom** option (Figure 49) allows you to change the way the report displays on your computer monitor. You can enlarge the report to view a specific area of the report, or reduce the report to view a wider area of the report. You also can use the horizontal and vertical bars to view covered portions of the report.

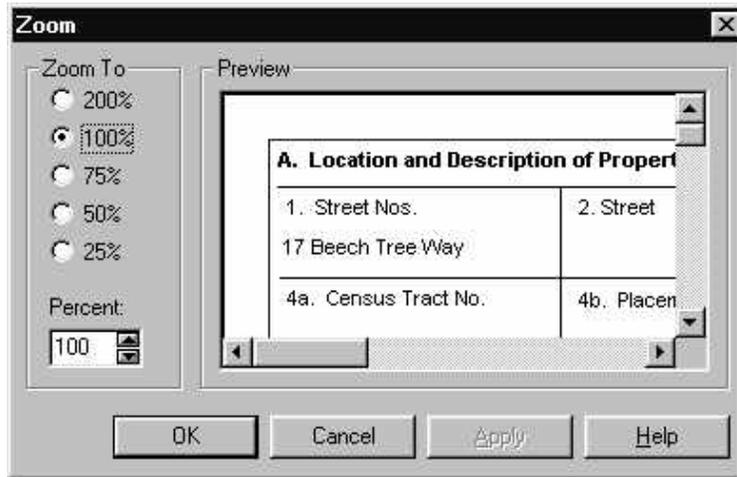


Figure 49. Zoom Window

To reduce or enlarge a report:

1. On the **Print Preview** window click **ZOOM...**, and the **Zoom** window displays.
2. Select the radio button to enlarge or reduce the viewing size of the report.
3. Click **OK**. The **Zoom** window closes and the **Print Preview** window displays the enlarged/reduced report.

4.6.2 Using the Printer Setup Option

Use the **Printer Setup** window (Figure 50) to change your printer's properties and options.

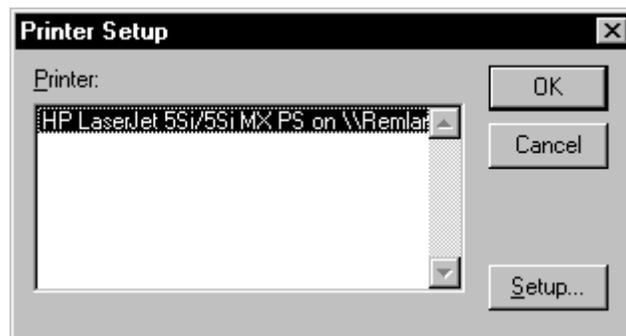


Figure 50. Printer Setup Window

To change your printer's setup:

1. Click on the Print Preview window. The Printer Setup window displays the name of the printer(s) to which you are connected. The default printer is highlighted.
2. Click and the Printer Properties window displays. The printer's properties vary with manufacturers.
3. Change the printer settings to meet your needs.
4. Click and the Printer Properties window closes.
5. Click and the Print Preview window displays.

4.7 A&E Reports

Users access the 18 A&E reports (Table 2) from the **A&E Reports** window in the A&E subsystem. The information in these reports is based on cumulative data entered in DAP. You can use the procedures in this section and in Section 4.7.1 through Section 4.7.18 to select, view, print, and save each A&E report.

Table 2. List of A&E Reports

HUD-92264	Section A
HUD-92264	Section B
HUD-92264	Section C
HUD-92264	Section D
HUD-92264	Section A-1 to A-6 Attachment
HUD-92264	Section A-13a) Attachment
HUD-92264	Section A-13b) Attachment
HUD-92264	Section A-14) Attachment
HUD-92264	Section A-16a) Attachment
HUD-92264	Section A-16b) Attachment
HUD-92264	Section A-17a) Attachment
HUD-92264	Section A-17b) Attachment
HUD-92264	Section A-17c) Attachment
HUD-92264	Section B-25 Attachment
HUD-92264	Section B-26 Attachment
HUD-92264	Section C-27 Attachment
HUD-92264	Section C-33 Attachment
HUD-92264	Section C-36 Attachment

To display the list of reports:

On the **A&E - General** window, select **F**ile and then **S**ystem **R**eports, and the **A&E Reports** window (Figure 51) displays.

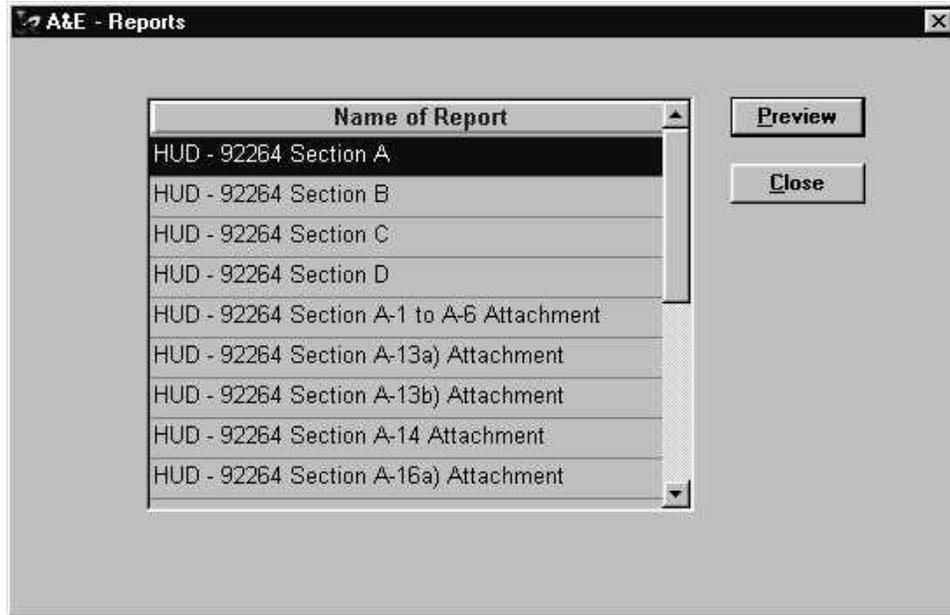


Figure 51. A&E Report Window

4.7.1 HUD 92264 Section A

The HUD-92264 Section A report provides the location and description of property in the project. It includes building, site, neighborhood, and recreational facilities information. You can view, print, and save the report.

To generate the report:

1. From the **File** menu, select **System Reports**, and the **A&E Reports** window (Figure 51) displays.
2. Select the HUD-92264 Section A report.
3. Click and the HUD-92264 Section A report (Figure 52) displays.

A. Location and Description of Property

1. Street Nos. 2400 Walker Ave.		2. Street		3. Municipality Baltimore	
4a. Census Tract No. 845		4b. Placement Code 1500		4c. Legal Description (Optional)	
5. County		6. State and Zip Code MD 21233 - 1111			
7. Type of Project: <input checked="" type="checkbox"/> Highrise <input type="checkbox"/> 2-5 sty. Elev.		8. No. Of Stories 5		9a. Foundation: <input checked="" type="checkbox"/> Slab on Grade <input type="checkbox"/> Full Basement <input type="checkbox"/> Structural Slab	
<input checked="" type="checkbox"/> Elevator(s) 1 <input type="checkbox"/> Walkup <input type="checkbox"/> Row House		<input type="checkbox"/> Detached <input type="checkbox"/> Semi-Detached <input type="checkbox"/> Town House		<input type="checkbox"/> Partial Basement <input type="checkbox"/> Crawl Space <input checked="" type="checkbox"/> Slab on Grade	
10. <input checked="" type="checkbox"/> Proposed <input type="checkbox"/> Existing		11. Number of Units: Revenue Non - Rev. 172		12. No. of Bldgs. 1	
13a. List Accessory Bldgs. and Area: Clubhouse w/Office 2000 Laundry 214					
13b. List Recreation Facilities and Area Pool 800					
13c. Neighborhood Description					
Location <input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural		Built Up <input type="checkbox"/> Fully Developed <input type="checkbox"/> Over 75% <input type="checkbox"/> 25% to 75% <input type="checkbox"/> Under 25%		Present Land Use ___ % 1 Family ___ % 2 to 4 Family	
Growth Rate <input type="checkbox"/> Rapid <input type="checkbox"/> Steady <input type="checkbox"/> Slow		Property Values <input type="checkbox"/> Increasing <input type="checkbox"/> Stable <input type="checkbox"/> Declining		___ % Multifamily ___ % Condo/Coop	
Demand/Supply <input type="checkbox"/> Shortage <input type="checkbox"/> In Balance <input type="checkbox"/> Oversupply		Rent Controls <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Likely		___ % Commer. ___ % Industrial	
				___ % Vacant	
				Change In Use <input type="checkbox"/> Not Likely <input type="checkbox"/> Likely <input type="checkbox"/> Taking Place	

Figure 52. HUD-92264 Section A Report

4. Use the command buttons to view or print the report.
5. Click to close the **Print Preview** window.

4.7.2 HUD 92264 Section B

The HUD-92264 Section B report provides information about a project's land or property. It includes type of utilities it uses (line 25) and any unusual site features or site conditions (line 26). You can view, print, and save the report.

To generate the report:

1. From the **File** menu, select **System Reports**, and the **A&E Reports** window (Figure 51) displays.
2. Select the HUD-92264 Section B report.
3. Click and the HUD-92264 Section B report (Figure 53) displays.

B. INFORMATION CONCERNING LAND OR PROPERTY

19. Date Acquired	20. Purchase Price	21. Additional Costs Paid or Accrued	22. If Lease-Hold Annual Ground Rent	23a. Total Cost	23b. Outstanding Balance
24a. Relationship (Business, Personal, or Other) Between Seller and Buyer		24b. Has the Subject Property been sold in the past 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes," explain:			
25. Utilities: Public <input checked="" type="checkbox"/> Community <input type="checkbox"/> Water <input checked="" type="checkbox"/> Sewers <input checked="" type="checkbox"/>		Distance From Site See Attachment See Attachment		26. Unusual Site Features: <input type="checkbox"/> Cuts <input type="checkbox"/> Fills <input type="checkbox"/> Rock Formations <input type="checkbox"/> Erosion <input type="checkbox"/> Poor Drainage <input checked="" type="checkbox"/> Non <input type="checkbox"/> High Water Table <input type="checkbox"/> Retaining Walls <input type="checkbox"/> Off Site Improvements <input type="checkbox"/> Other (Specify) _____	

Figure 53. HUD-92264 Section B Report

4. Use the command buttons to view or print the report.
5. Click to close the **Print Preview** window.

4.7.3 HUD 92264 Section C

The HUD-92264, Section C report provides a description (unit composition) of the property including parking spaces. You can view, print, and save the report.

To generate the report:

1. From the **File** menu, select **System Reports**, and the **A&E Reports** window (Figure 51) displays.
2. Select the HUD-92264 Section C report.
3. Click and the HUD-92264 Section C report (Figure 54) displays.

C. Estimate of Income (Attached forms HUD-92273, 92264-T, as applicable)

27. No. of Each Family Type Unit	Rentable Living Area(Sq. Ft.)	Composition of Units	Unit Rent per Mo. (\$)	Total Monthly Rent For Unit Type (\$)
(a) 8 of 1 Bedroom WU	645	1 DA , 1 FB , 1 KT , 1 LR		
(b) 18 of 2 Bedroom	785	1 DA , 1 FB , 1 KT , 1 LR		
(c) 18 of 3 Bedroom	1054	1 DA , 2 FB , 1 KT , 1 LR		
(d)				
(e)				
(f)				
(g)				
(h)				
(i)				\$

28. Total Estimated Rentals for All Family Units

29. Number of Parking Spaces Offstreet Parking and Other Non-Commercial Ancillary Income (Not Included in Unit Rent)

<input type="checkbox"/> Attended	_____	Open Spaces _____ @ \$ _____	per month = \$ _____
<input checked="" type="checkbox"/> Self Park	90	Covered Spaces _____ @ \$ _____	per month = \$ _____
		Laundry _____ Sq. Ft. or Living Units @ _____	per month = \$ _____
Total Spaces	90	Other _____	per month = \$ _____
Total Monthly Ancillary Income			\$ _____

30. Commercial Income (Attach Documentation)

Area-Ground Level _____ sq. ft. @ \$ _____	per sq. ft./month = \$ _____	Total Monthly _____ \$
Other Levels _____ sq. ft. @ \$ _____	per sq. ft./month = \$ _____	Commercial Income _____

Figure 54. HUD-92264 Section C Report

4. Use the command buttons to view or print the report.
5. Click to close the **Print Preview** window.

4.7.4 HUD 92264 Section D

The HUD-92264, Section D report describes the amenities and services included in the rent for the property. You can view, print, and save the report.

To generate the report:

1. From the **File** menu, select **System Reports**, and the **A&E Reports** window (Figure 51) displays.
2. Select the HUD-92264 Section D report.
3. Click and the HUD-92264 Section D report (Figure 55) displays.

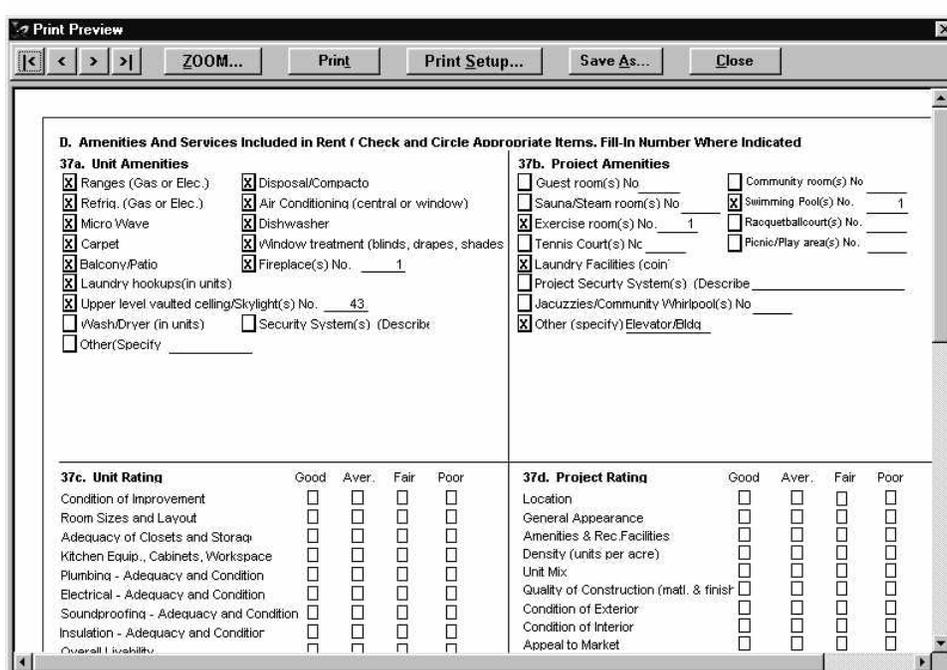


Figure 55. HUD-92264 Section D Report

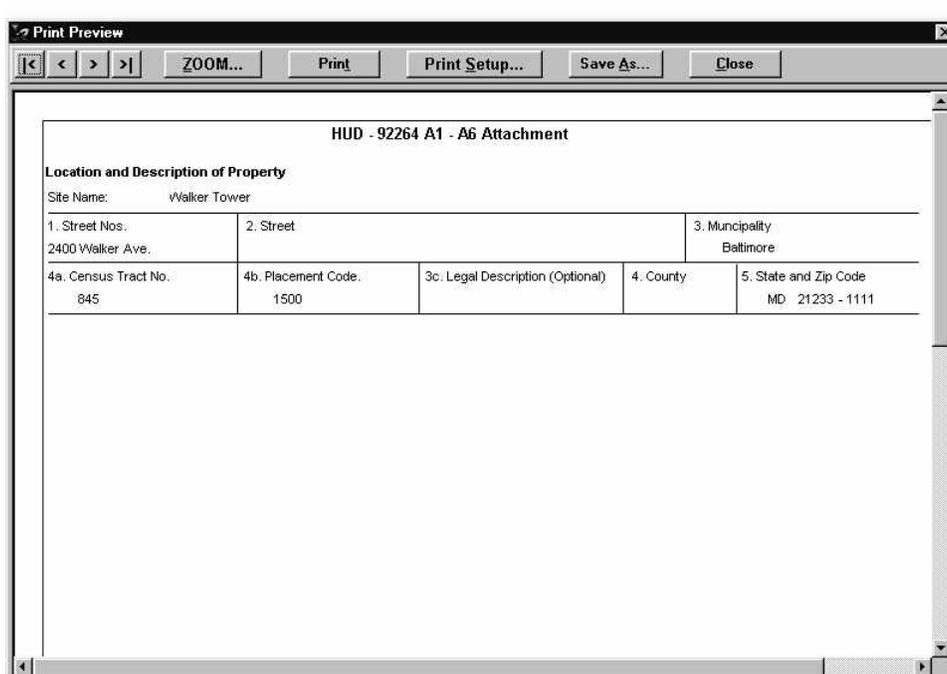
4. Use the command buttons to view or print the report.
5. Click to close the **Print Preview** window.

4.7.5 HUD 92264 Section A-1 to A-6 Attachment

The HUD-92264, Section A-1 to A-6 Attachment lists the location and description of the property. It includes address and census tract information. You can view, print, and save the attachment.

To generate the report:

1. From the **File** menu, select **System Reports**, and the **A&E Reports** window (Figure 51) displays.
2. Select the HUD-92264 Section A-1 to A-6 Attachment.
3. Click and the HUD-92264 Section A-1 to A-6 Attachment (Figure 56) displays.



HUD - 92264 A1 - A6 Attachment

Location and Description of Property

Site Name: Walker Tower

1. Street Nos. 2400 Walker Ave.	2. Street	3. Municipality Baltimore		
4a. Census Tract No. 845	4b. Placement Code. 1500	3c. Legal Description (Optional)	4. County	5. State and Zip Code MD 21233 - 1111

Figure 56. HUD-92264 Section A-1 to A-6 Attachment

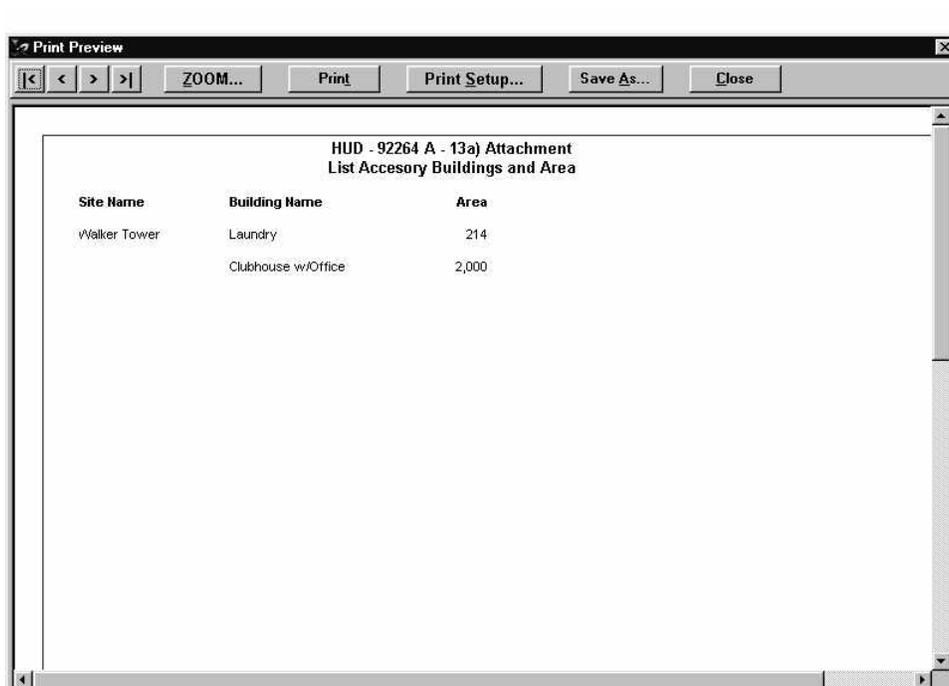
4. Use the command buttons to view or print the report.
5. Click to close the **Print Preview** window.

4.7.6 HUD 92264 Section A-13a Attachment

The HUD-92264, Section A-13a Attachment lists the accessory buildings on the project. It includes the name of the buildings and the name of the where the buildings are located. You can view, print, and save the attachment.

To generate the report:

1. From the **File** menu, select **System Reports**, and the **A&E Reports** window (Figure 51) displays.
2. Select the HUD-92264 Section A-13a Attachment.
3. Click and the HUD-92264 Section A-13a Attachment (Figure 57) displays.



Site Name	Building Name	Area
Walker Tower	Laundry	214
	Clubhouse w/Office	2,000

Figure 57. HUD-92264 Section A-13a Attachment

4. Use the command buttons to view or print the report.
5. Click to close the **Print Preview** window.

4.7.7 HUD 92264 Section A-13b Attachment

The HUD-92264, Section A-13b Attachment lists the recreational facilities for the project. It includes the name of the sites and buildings where the facilities are located. You can view, print, and save the attachment.

To generate the report:

1. From the **F**ile menu, select **S**ystem **R**eports, and the **A&E Reports** window (Figure 51) displays.
2. Select the HUD-92264 Section A-13b Attachment.
3. Click and the HUD-92264 Section A-13b Attachment (Figure 58) displays.

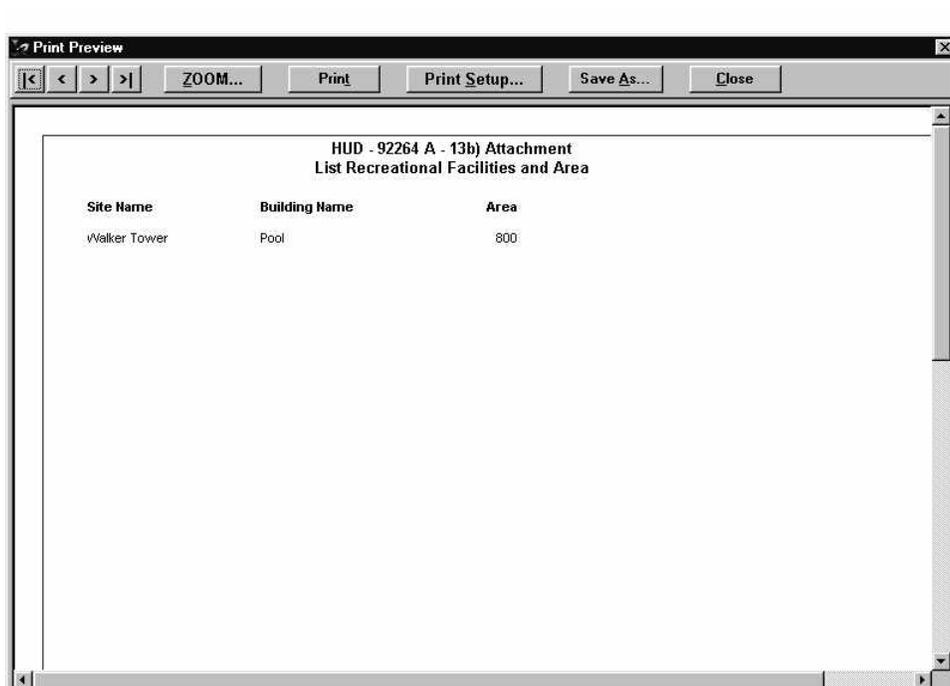


Figure 58. HUD-92264 Section A-13b Attachment

4. Use the command buttons to view or print the report.
5. Click to close the **Print Preview** window.

4.7.8 HUD 92264 Section A-14 Attachment

The HUD-92264, Section A-14 Attachment lists the names and addresses of the sites on the project. It also includes size of each site in square feet. You can view, print, and save the attachment.

To generate the report:

1. From the **F**ile menu, select **S**ystem **R**eports, and the **A&E Reports** window (Figure 51) displays.
2. Select the HUD-92264 Section A-14 Attachment.
3. Click and the HUD-92264 Section A-14 Attachment (Figure 59) displays.

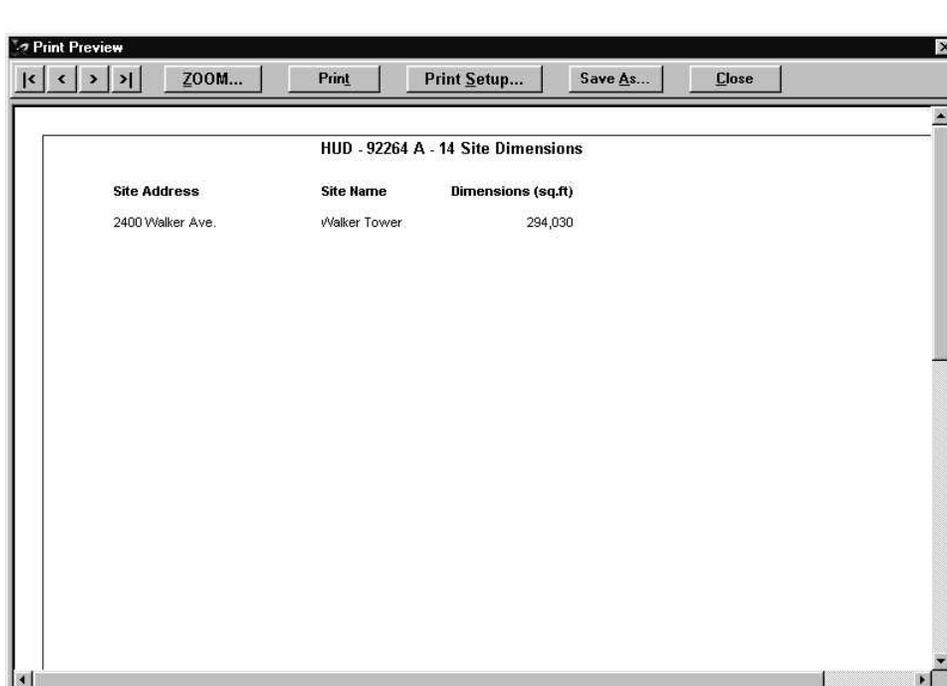


Figure 59. HUD-92264 Section A-14 Attachment

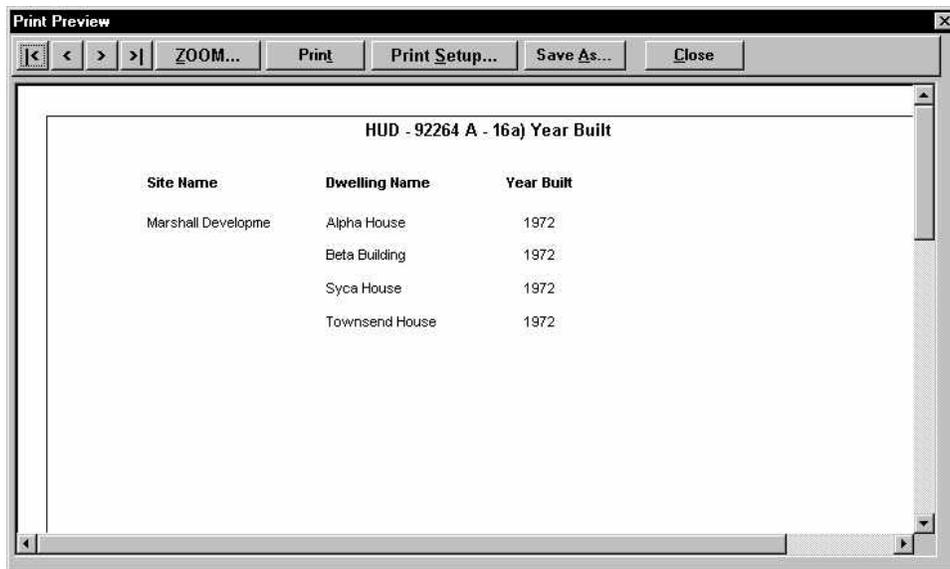
4. Use the command buttons to view or print the report.
5. Click to close the **Print Preview** window.

4.7.9 HUD 92264 Section A-16a Attachment

The HUD-92264, Section A-16a Attachment lists the year the buildings were constructed. It includes the name of the sites and the name of the dwelling. You can view, print, and save the attachment.

To generate the report:

1. From the **F**ile menu, select **S**ystem **R**eports, and the **A&E Reports** window (Figure 51) displays.
2. Select the HUD-92264 Section A-16a Attachment.
3. Click and the HUD-92264 Section A-16a) Attachment (Figure 60) displays.



The screenshot shows a 'Print Preview' window with a toolbar at the top containing buttons for navigation (back, forward, zoom), 'Print', 'Print Setup...', 'Save As...', and 'Close'. The main content area displays a table titled 'HUD - 92264 A - 16a) Year Built'. The table has three columns: 'Site Name', 'Dwelling Name', and 'Year Built'. The data rows are as follows:

Site Name	Dwelling Name	Year Built
Marshall Developme	Alpha House	1972
	Beta Building	1972
	Syca House	1972
	Townsend House	1972

Figure 60. HUD-92264 Section A-16a Attachment

4. Use the command buttons to view or print the report.
5. Click to close the **Print Preview** window.

4.7.10 HUD 92264 Section A-16b Attachment

The HUD-92264, Section A-16b Attachment lists the type of construction being built. It includes the name of the sites and the name of the dwellings. You can view, print, and save the attachment.

To generate the report:

1. From the **F**ile menu, select **S**ystem **R**eports, and the **A&E Reports** window (Figure 51) displays.
2. Select the HUD-92264 Section A-16b Attachment.
3. Click and the HUD-92264 Section A-16b Attachment (Figure 61) displays.

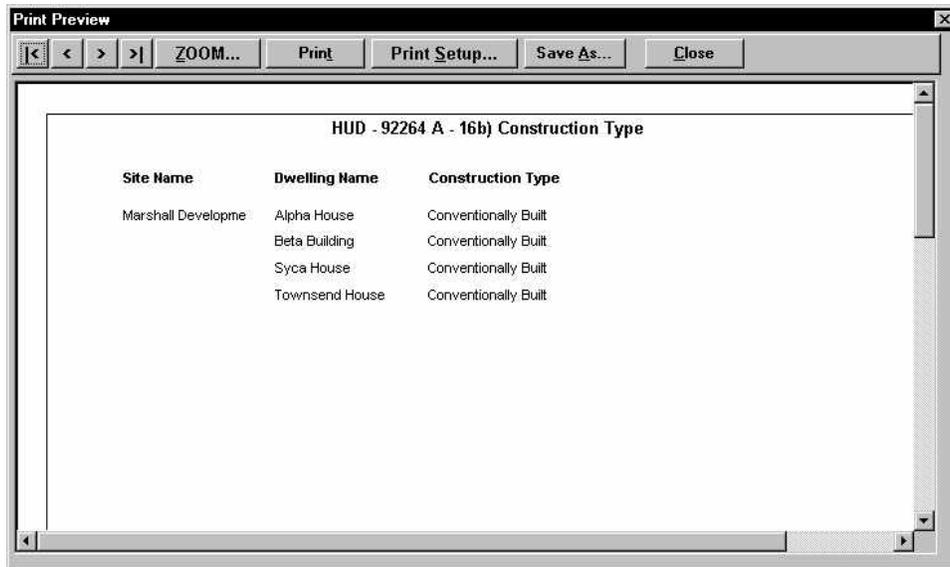


Figure 61. HUD-92264 Section A-16b Attachment

4. Use the command buttons to view or print the report.
5. Click to close the **Print Preview** window.

4.7.11 HUD 92264 Section A-17a Attachment

The HUD-92264, Section A-17a Attachment lists the structural system for dwellings on the project. You can view, print, and save the attachment.

To generate the report:

1. From the **File** menu, select **System Reports**, and the **A&E Reports** window (Figure 51) displays.
2. Select the HUD-92264 Section A-17a Attachment.
3. Click and the HUD-92264 Section A-17a Attachment (Figure 62) displays.

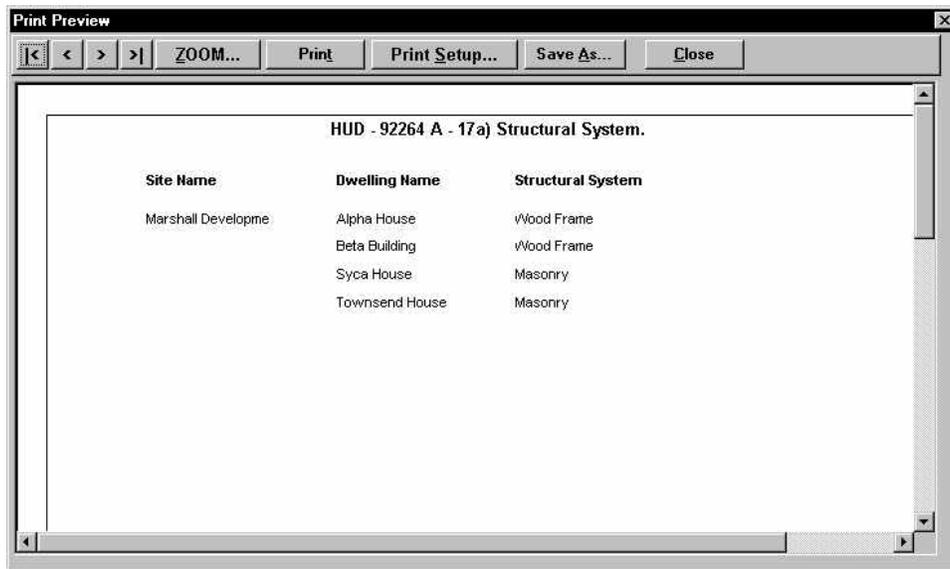


Figure 62. HUD-92264 Section A-17a Attachment

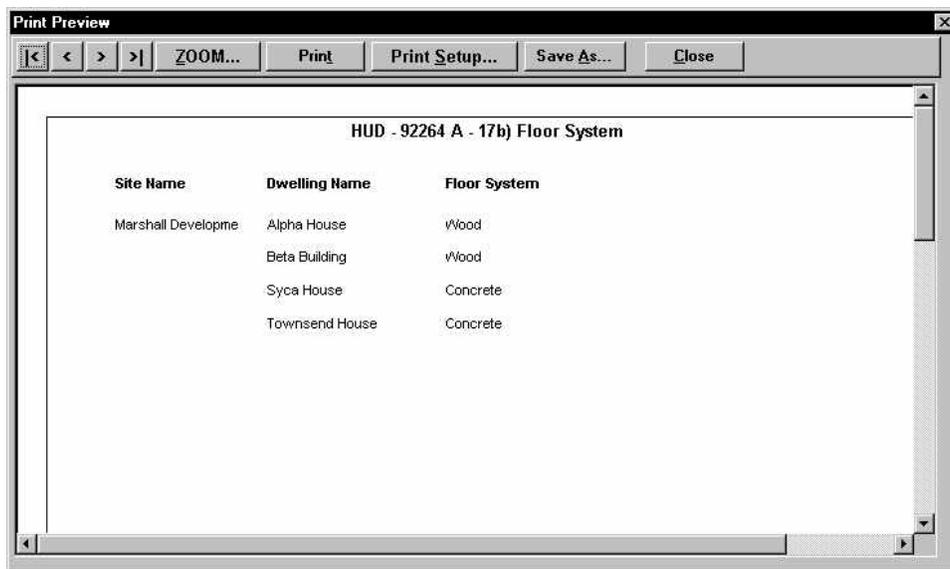
4. Use the command buttons to view or print the report.
5. Click to close the **Print Preview** window.

4.7.12 HUD 92264 Section A-17b Attachment

The HUD-92264, Section A-17b Attachment lists the floor system for dwellings on the project. You can view, print, and save the attachment.

To generate the report:

1. From the **F**ile menu, select **S**ystem **R**eports, and the **A&E Reports** window (Figure 51) displays.
2. Select the HUD-92264 Section A-17b Attachment.
3. Click and the HUD-92264 Section A-17b Attachment (Figure 63) displays.



The screenshot shows a 'Print Preview' window with a toolbar at the top containing buttons for navigation (back, forward, zoom), printing, and saving. The main content area displays a table titled 'HUD - 92264 A - 17b) Floor System' with three columns: Site Name, Dwelling Name, and Floor System. The data is as follows:

Site Name	Dwelling Name	Floor System
Marshall Developme	Alpha House	Wood
	Beta Building	Wood
	Syca House	Concrete
	Townsend House	Concrete

Figure 63. HUD-92264 Section A-17b Attachment

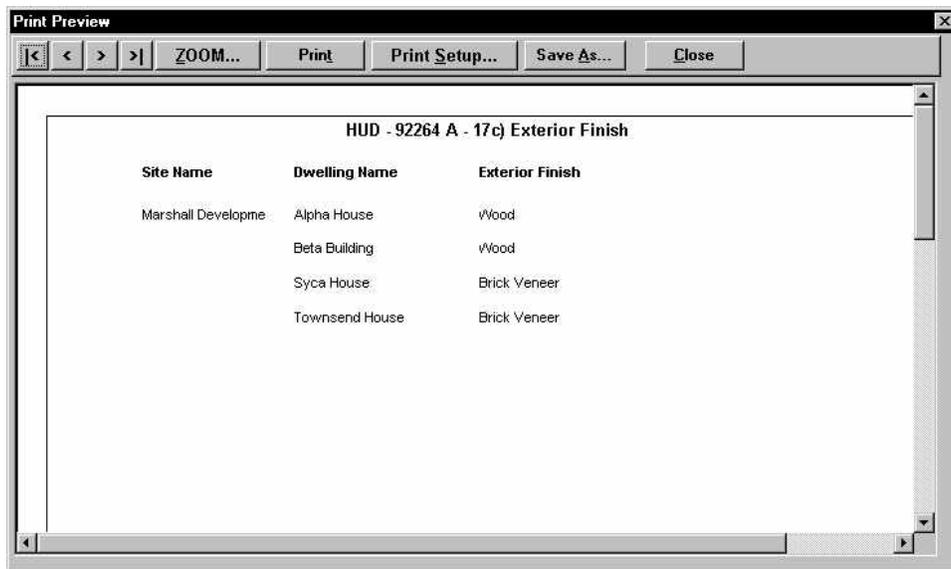
4. Use the command buttons to view or print the report.
5. Click to close the **Print Preview** window.

4.7.13 HUD 92264 Section A-17c Attachment

The HUD-92264, Section A-17c Attachment lists the exterior finish for dwellings on the project. You can view, print, and save the attachment.

To generate the report:

1. From the **File** menu, select **System Reports**, and the **A&E Reports** window (Figure 51) displays.
2. Select the HUD-92264 Section A-17c Attachment.
3. Click and the HUD-92264 Section A-17c Attachment (Figure 64) displays.



The screenshot shows a 'Print Preview' window with a title bar and several buttons: '<', '>', 'ZOOM...', 'Print', 'Print Setup...', 'Save As...', and 'Close'. The main content area displays a table with the following data:

HUD - 92264 A - 17c) Exterior Finish		
Site Name	Dwelling Name	Exterior Finish
Marshall Developme	Alpha House	Wood
	Beta Building	Wood
	Syca House	Brick Veneer
	Townsend House	Brick Veneer

Figure 64. HUD-92264 Section A-17c Attachment

4. Use the command buttons to view or print the report.
5. Click to close the **Print Preview** window.

4.7.14 HUD 92264 Section B-25 Attachment

The HUD-92264 B-25 Attachment lists the utilities by site name and type of utility for the project. You can view, print, and save the attachment.

To generate the report:

1. From the **File** menu, select **System Reports**, and the **A&E Reports** window (Figure 51) displays.
2. Select the HUD-92264 B-25 Attachment.
3. Click and the HUD-92264 B-25 Attachment (Figure 65) displays.

Site Name	Utilities	Public	Community	Distance from site (Sq. Ft)
Marshall Developme	Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10
	Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15

Figure 65. HUD-92264 B-25 Attachment

4. Use the command buttons to view or print the report.
5. Click to close the **Print Preview** window.

4.7.15 HUD 92264 B-26 Attachment

The HUD-92264 B-26 Attachment lists unusual features or conditions on each site in the project. The conditions are listed by site name. You can view, print, and save the attachment.

To generate the report:

1. From the **File** menu, select **System Reports**, and the **A&E Reports** window (Figure 51) displays.
2. Select the HUD-92264 B-26 Attachment.
3. Click and the HUD-92264 B-26 Attachment (Figure 66) displays.

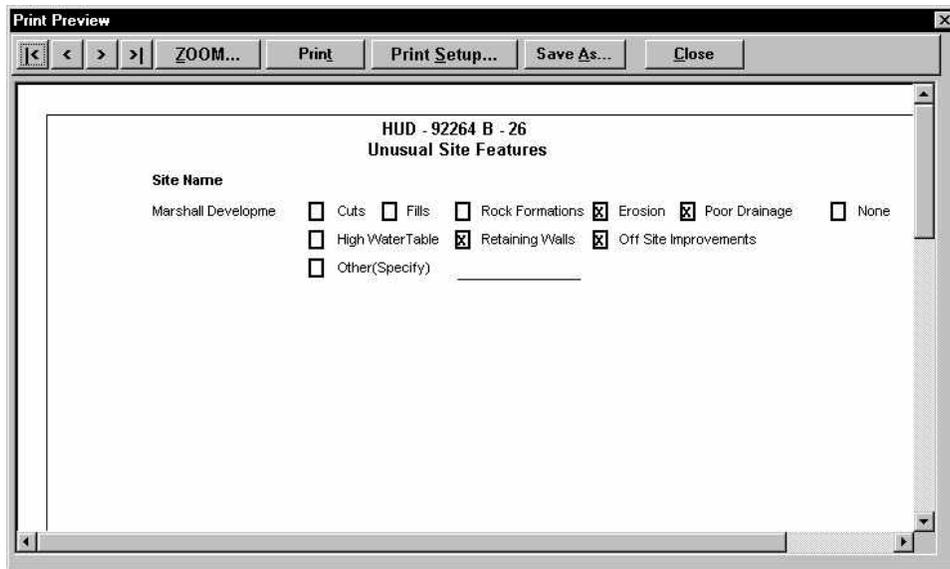


Figure 66. HUD-92264 B-26 Attachment Report

4. Use the command buttons to view or print the report.
5. Click to close the **Print Preview** window.

4.7.16 HUD 92264 Section C-27 Attachment

The HUD-92264, Section C-27 Attachment describes the estimated income by type of rental unit. It includes the monthly rent per unit, and total monthly rent. You can view, print, and save the attachment.

To generate the report:

1. From the **File** menu, select **System Reports**, and the **A&E Reports** window (Figure 51) displays.
2. Select the HUD-92264 Section C-27 Attachment.
3. Click and the HUD-92264 Section C-27 Attachment (Figure 67) displays.

C. Estimate of Income (Attached forms HUD-92273, 92264-T, as applicable)				
27. No. of Each Family Type Unit	Rentable Living Area(Sq. Ft.)	Composition of Units	Unit Rent per Mo. (\$)	Total Monthly Rent For Unit Type (\$)
1 of 3 Bedroom	DH	6780	1 BL , 1 DA , 1 DE , 1 DR , 1 FB , 1 FP , 1 FR , 1 FY	
1 of 4 Bedroom	TH	1010	1 BL , 1 DA , 1 DE , 1 DR , 1 FB , 1 FP , 1 FR , 1 FY	

Figure 67. HUD-92264 Section C-27 Attachment

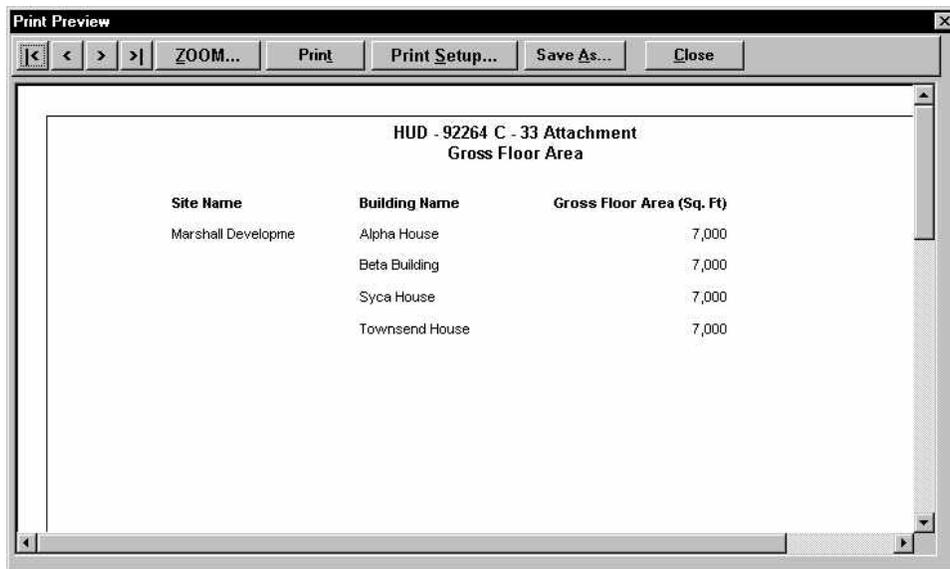
4. Use the command buttons to view or print the report.
5. Click to close the **Print Preview** window.

4.7.17 HUD 92264 Section C-33 Attachment

The HUD-92264, Section C-33 Attachment lists the gross floor area for each building in the project. You can view, print, and save the attachment.

To generate the report:

1. From the **File** menu, select **System Reports**, and the **A&E Reports** window (Figure 51) displays.
2. Select the HUD-92264 Section C Attachment.
3. Click and the HUD-92264 Section C-33 Attachment (Figure 68) displays.



The screenshot shows a 'Print Preview' window with a title bar and a menu bar containing buttons for '<', '>', 'ZOOM...', 'Print', 'Print Setup...', 'Save As...', and 'Close'. The main content area displays a table with the following data:

HUD - 92264 C - 33 Attachment Gross Floor Area		
Site Name	Building Name	Gross Floor Area (Sq. Ft)
Marshall Developme	Alpha House	7,000
	Beta Building	7,000
	Syca House	7,000
	Townsend House	7,000

Figure 68. HUD-92264 Section C-33 Attachment

4. Use the command buttons to view or print the report.
5. Click to close the **Print Preview** window.

4.7.18 HUD 92264 Section C-36 Attachment

The HUD-92264, Section A-36 Attachment provides information about the non-revenue producing space for the project. It lists the location and number of rooms in each unit, by the type of employee occupying the space. You can view, print, and save the attachment.

To generate the report:

1. From the **File** menu, select **System Reports**, and the **A&E Reports** window (Figure 51) displays.
2. Select the HUD-92264 Section A-36 Attachment.
3. Click and the HUD-92264 Section A-36 Attachment (Figure 69) displays.

36. Non-Revenue Producing Space			
Type of Employee	No. Rms.	Composition of Unit	Location of Unit in Proje
Superinten/Mainten	1 BR	1 BL , 1 DE , 1 FB , 1 FY , 1 HB , 1 KT , 1 LD , 1 ST	Alph & Beta bldgs
Manager	2 BR	1 BL , 1 DA , 1 DE , 1 DR , 2 FB , 1 FP , 1 FR , 1 FY , 1 HB , 1 KT ,	Alpha & Beta bldgs

Figure 69. HUD-92264 Section A-36 Attachment

4. Use the command buttons to view or print the report.
5. Click to close the **Print Preview** window.

NOTES: